



City of Wichita, Kansas
Office of Central Inspection
Building Construction & Remodeling
Guide to
Building Construction Plan Review,
Construction Permitting
& Construction Permit Inspection
April 1, 2005 Edition



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Section I.

Office of Central Inspection

Construction and Remodeling Plan Review, Permitting and Inspection

Construction Permitting Overview

Applications for construction permits on private parcels of land (and not located in public street, sidewalk or utility right-of-way) are obtained through the Office of Central Inspection (OCI). Permit application processes are divided into two categories: (1) one and two-family construction/remodeling; and (2) multi-family, office, commercial and industrial construction/remodeling (hereinafter referred to as “commercial” construction/remodeling). The application review and permit issuance processes for these categories of construction are significantly different in terms of required application detail and the time required to complete application review/approval.

Building, electrical, mechanical, plumbing, and/or sewer construction permits, or structure demolition and/or interior demolition permits, are required for the following:

- certain site development activity such as excavation, grading, or placement of fill
- constructing, enlarging, altering, remodeling or demolishing a structure or space; this includes new structures, additions, most decks, masonry fences, swimming pools, etc.
- changing the building code use/occupancy classification of a building or space regardless of the level of construction changes
- installing or replacing any building wiring or equipment such as branch electrical circuits, electrical panels, water heaters, furnaces, air conditioners, water or gas piping, water or sewage drain lines, water and sewer service lines, etc.
- installing or altering any fire suppression, detection or fire alarm systems

- installing or substantially altering elevators, lifts or escalators

In addition to the above, a Flood Plain Development Permit/Application is required for any excavation, fill or building development located in a federal or locally designated flood plain or flood way. Federal flood plain maps are available in the Office of Central Inspection, and in the Stormwater Management Office of Public Works (located on the 8th floor of City Hall), 316-268-4498. See OCI “Flood Plain Development Permit/Application” and “Flood Plain Elevation Certificate/Flood Plain Development Information” forms/information in Appendix B.

Permit Exceptions:

Construction permits are not required for routine maintenance such as painting, carpeting, wallpapering, installing cabinets and shelving, replacing plumbing fixtures (faucets, handles, etc.), replacing lighting fixtures or damaged electrical outlets, etc. Other specific exceptions include:

- installing storm windows and doors
- replacing windows or doors where the size or location of the window or door opening is not changed
- installing new or replacement driveways and sidewalks on private property
- constructing or replacing a wire, wrought iron or wood fence eight feet high or less
- repairing or replacing roof shingles or siding that is less than 400 square feet in total area
- replacing sheetrock, plaster or other similar wall or ceiling covering when the area replaced does not exceed 100 square feet
- constructing, replacing or repairing uncovered patios
- constructing, replacing or repairing uncovered exterior decks, porches or stoops not more than 30 inches above grade and not built over a basement or another story/floor level

Who Can Obtain a Permit:

Generally, a contractor who is tested, licensed and insured by the City of Wichita to perform the relevant construction work must obtain permits. Details of the City's contractor licensing are outlined in greater detail below.

Homeowner-occupants of single-family dwellings are allowed to obtain their own permits and perform construction work on their residence. Such residential building permits may cover all facets of a project, including structural, building, plumbing, electric and mechanical work. However, before performing any plumbing, electrical or mechanical work, the homeowner-occupant must pass a simple code examination and submit a basic plan for the proposed installation.

Suspension of Permit Application or Permit:

Construction permit applications or permits may be suspended if no response to a review has been made, no activity has been recorded, or substantial progress has not been made for 180 days. Once a permit is suspended, the permit must be renewed or a new permit may have to be obtained.

Adopted Codes/Pertinent Regulations

All ordinances and requirements for construction and related permits are contained in the Code of the City of Wichita, Kansas (CCWK). The CCWK adopts by reference nationally recognized construction codes with local amendments. The following is a summary of relevant chapters of the CCWK regulating development and construction activity, along with related codes that are adopted by reference. **Please note that all CCWK codes are available on the City's web site at www.wichita.gov. In addition, model construction codes that are adopted by reference are available for purchase in the Office of Central Inspection (at City cost).**

- CCWK Chapter 2.12.1015 – 1026 – Historic Preservation Ordinance
- CCWK Chapter 4 – Alcohol and Cereal Malt Beverage Sales Licensing Requirements
- CCWK Chapter 7 - Public Health Code (restaurants, food establishments, water wells, septic and other on-site sewage systems, odor regulations, spas and swimming pools)
- CCWK Chapter 10.16 - Driveways and Curb Cuts
- CCWK Chapter 10.32 - Landscaping and Parking Lot Screening
- CCWK Chapter 15 – Fire Protection (2000 International Fire Code, with local amendments)
- CCWK Chapter 16 – Sewers, Sewage Disposal and Drains (also includes specific requirements for Stormwater Pollution Prevention, grease interceptors for food service preparation/restaurants and industrial waste pre-treatment)
- CCWK Chapter 17 – Water (specifically lawn irrigation systems and water services)
- CCWK Chapter 18 – Building Code
 - 2000 International Building Code, with local amendments
 - 2000 International Residential Code, with local amendments
- CCWK Chapter 18.44 – Existing Buildings Rehabilitation and Change of Use Code (locally written/adopted code that may be used in conjunction with Building and Fire Codes)
- CCWK Chapter 19 – Electrical Code (2002 National Electrical Code with local amendments)

- CCWK Chapter 21 – Plumbing Code (2000 Uniform Plumbing Code, with local amendments)
- CCWK Chapter 22 – Mechanical Code (2000 International Mechanical Code, with local amendments)
- CCWK Chapter 27 – Local Flood Damage Prevention Code
- CCWK Chapter 28.04 - Wichita-Sedgwick County Uniform Zoning Code
- CCWK Chapter 28.05 - Wichita-Sedgwick County Subdivision Regulations
- CCWK Chapter 28.07 – Airport Overlay Districts
- CCWK Chapter 28.08 – Airport Hazard Zoning Code

Other relevant regulations:

- Kansas Accessibility Act (ADAAG)
- Federal ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)
- Federal Fair Housing Act (for multi-family construction/remodeling, 4-plex or larger)
- City of Wichita Access Management Policy (traffic control, driveway locations, etc.)
- City of Wichita Policy for Construction of Infrastructure Improvements by Private Contract
- Federal Emergency Management Agency National Flood Insurance Program and Flood Insurance Rate Maps
- National Pollution Discharge Elimination Program (NPDES) under the Clean Water Act (administered locally under agreement/permit with the Kansas Department of Agriculture Division of Water Resources)

Licensing, Certification and Bonding Requirements

Technical/Design Professions:

Kansas Statutes Annotated (K.S.A.) Chapter 74, Article 70, requires that any person who performs professional services or creative work, such as consultation, planning, designing or responsible supervision in the practice of architecture, engineering, landscape architecture or land surveying, be registered and licensed with the State of Kansas Board of Technical Professions.

Article 70 does not apply to one and two-family residential construction.

For the reasonable and practical administration of this Statute and Section 106 of the International Building Code, as adopted by the City of Wichita, nearly all commercial plan submittal documents are required to be sealed by architects, engineers, landscape architects and/or land surveyors who are licensed by the Kansas State Board of Technical Professions. A more detailed policy statement regarding submission of design documents for commercial building permit review is available from OCI and is included in Appendix B.

Contractors:

The City of Wichita has an extensive construction contractor testing, certification and licensing program. General building, electrical, elevator/escalator, mechanical/HVAC, plumbing, sewer/drain-laying, lawn irrigation and wrecking/demolition contractors performing work that requires a permit are required by the City to be licensed, and to carry and maintain minimum levels of insurance to further protect the consumer. Additionally, some contractors, such as sewer and drain laying contractors, are required to carry and maintain a minimum insurance bond.

Generally, contractor license tests are administered by nationally recognized contractor testing agencies, including Exporior, ICBO and ICC, and are given frequently at national and local testing sites. A few types of contractor license tests are locally designed and administered. After initial licensing, contractors are required to annually renew their licenses with the City of Wichita.

In addition, the City requires that electrical, mechanical, plumbing and other similar tradesmen working for licensed electrical, mechanical, plumbing, lawn irrigation and sewer contractors are “certified” to perform installation work, and that these tradesmen also annually renew their certifications. These certification tests are also administered by nationally recognized certification testing agencies, including Experi, ICBO and ICC. As with contractor licensing, some types of certification tests are locally designed and administered.

Note: Model construction codes that are adopted by reference in the City Codes are available for purchase in the Office of Central Inspection (at City cost).

The City does have a provision to allow issuance of a “one-time” license to a general building contractor, without testing or payment of an annual license fee, if the contractor can show to the satisfaction of the City that he is otherwise qualified to construct the on-time project, and is appropriately insured.

Questions regarding contractor licensing may be directed to the OCI licensing staff at (316) 268-4413.

Plan Review & Construction Permit Fees and Other Associated Costs

Fees are charged for a variety of services provided with construction permitting. OCI plan review and permit fees cover the cost of plan review (no formal plan review or plan review fees are required for 1 & 2 family residential construction or remodeling), as well as inspection for compliance with City ordinances and requirements during construction. OCI permit fees may be paid with cash, check or most credit cards. Below is a list of fees and other costs that may be associated with OCI construction permit applications/permits.

- Building Plan Review Fee – This fee is only charged for “commercial” construction/remodeling projects, and is collected when project plans are submitted for a building permit. The basic plan review fee is 65% of the base building permit fee (see below). Additional plan review fees may be charged for “progress prints” or “conditional”/phased building permits.
- Building Permit Fee – Building permit fees for both one and two-family and commercial construction are based on project value as determined from the square footage of new construction or additions, or on a valid construction contract cost, and for remodeling, on the value of a valid construction project contract.

Helpful Hints:

- *Plan review fees must be paid at the time of plan submittal. Prior to preparing a check, contact the Permit Desk at (316) 268-4461 to ensure the plan review fee amount is correct.*
- *Building permit fees are paid at the time a conditional or full building permit is issued. Before preparing a check, it is also beneficial to contact the Permit Desk at (316) 268-4461 to ascertain the current building permit fee amount.*

- Trade permit fees (electrical, mechanical, plumbing, lawn irrigation, sewer, fire alarm and sprinkler systems)
 - For one and two family construction/remodeling, these trade permit fees may be included as part of a single “combination” residential building permit, and are based on a percentage of the building permit value. In this case, the trade fees are collected as part of the one and two-family residential building permit.
 - For commercial construction projects, and for any trade permit not associated with a residential “combination” building permit (such as water heaters, furnaces, new electrical circuits and panels, etc.), separate trade permits are issued with fees calculated from the number and size of water heaters, furnaces, electrical circuits, outlets, electric service panels, etc.
- Wrecking/Demolition Permits
 - For building demolitions, permit fees are based on the square footage of the building being demolished.
 - For interior demolition work where the building will remain (interior wall coverings, partition walls, etc.), the permit fee is based on the value of a valid demolition contract cost.
- Grading/Excavation/Fill Permits – These fees are generally included in the base fees for a building permit application. However, when a building permit is only for grading, excavation or fill, the fee is based on the number of cubic yards included in the grading, excavation or filling operation.
- Parking Lot Permits – Parking lot permits that are not associated with construction of a new building, an addition or a building remodeling project are issued as building permits. The permit fee is based on the number of parking lot spaces.
- Temporary Electrical Construction Service is \$10 for one and two-family construction and \$10 - \$25 for commercial construction.

- Water and Sewer Department Tap Fees, and Water Plant and Sewer Plant Equity Fees for New Construction – At the time of permit issuance for new building construction, “tap” fees and “plant equity fees” for water and sewer facilities will also be collected. For further details on these fees, call the Wichita Water & Sewer Department Administration Office at (316) 268-4555, or the Office of Central Inspection Sewer Permit Desk at (316) 268-4341.
- Water and Sewer Department fees for public sanitary sewer or water lateral and/or main extensions, paid “in lieu of” long-term real estate property tax special assessments – These fees *may* be charged when a building or sanitary sewer permit is issued for a new building construction project, and are charged on properties that were not included in, or opted out of participation in an earlier “special assessment benefit district” for sanitary sewer or water main and/or lateral extensions. For further details on these fees, call the Wichita Water & Sewer Department Administration Office at (316) 268-4555.
- Private Construction of Public Infrastructure Improvements by Private Contract or “Private Utility Project” Review Fees – For many building projects, particularly new commercial construction projects or large additions to existing commercial facilities, an additional set of engineered plans may be required to be submitted to the Public Works/Engineering Office for review and approval. Such “Private Utility Plans” are required for all public utility improvements constructed under private contract in public easements or rights-of-way, and include water lines, storm drain/drainage systems, sanitary sewer and paving improvements. In addition, some of these privately contracted public improvement installations on private property that are NOT in public easements or rights-of-way are also required to submit “private utility projects” to Public Works/Engineering for review (depending on the size of the lines or the amount of drainage from the project). Submission of such project plans may occur prior to or concurrent with submission and review of a building permit application. However, in nearly all cases, the “private utility projects” must be submitted and approved prior to release of any building permits.

For detailed information on “Private Utility Project” plan review fees and approval processes, call the Wichita Public Works/Engineering Office at (316) 268-4235.

Helpful Hints:

Commercial building permit projects, especially for new construction and large commercial additions, must frequently provide separate engineered drawings to the Public Works/Engineering Office for review and approval. Often, this is not realized or initiated until after the building permit application/plans have been submitted for review, causing possible significant delays in issuance of conditional or full building permits. This is another reason to check with OCI Plans Examination at (316) 268-4477 or Public Works/Engineering at (316) 268-4235 prior to submission of building permit plans, and/or to schedule a “Preliminary Project Review” as outlined in Step 2 in this Chapter.

Building Permit Steps

Step 1 – Application

Application materials and forms are obtained from the Office of Central Inspection.

Applications may be submitted in several ways, including:

- At the permit desk in the Office of Central Inspection on the 7th floor of City Hall.
- By mail.
- By fax for one and two-family construction/remodeling permits of any type, for commercial roofing and siding permits, and for any trade permits (electrical, mechanical, plumbing and sewer). Licensed construction contractors may participate in the OCI Fax Permit Program for the above types of permits, whereby OCI will review and issue a permit approval (or denial) by fax within a minimum of 24 hours of the faxed application receipt (excluding sewer permits that have a maximum 48-hour review turn-around time). Participation in the Fax Permit Program also allows contractors to pay automatically for each permit issued by credit card, or by cash or check on a weekly basis for all permits issued during the previous week.
- By the Internet through OCI's "E-Permits" program for one or two-family remodeling permits; any roofing and siding permits; and for any electrical, mechanical or plumbing trade permits.

The following information must be submitted with the application for a building or trade permit.

For One and Two-Family Residential Building Permits:

- Residential Permit Application Form (this is not required if the application is made in person at the permit counter). See form in Appendix B.
- Legal description and property tax control number for the site

- A simple site plan showing the proposed location of the structure(s) on the site indicating distances to other existing buildings on the site and the distances to property lines. The site plan does not have to be to scale or professionally designed.
- Property owner information
- For new houses, specific information to indicate any required drainage grades and/or elevations on the site and/or for the structure. This information is available from the Subdivision Grading/Drainage Plan that is approved with the original subdivision plat approval. Specific lot grading/drainage requirements are included on subdivision plats approved in the City of Wichita since 1990. For building lots in subdivisions platted after October 5, 2000, a survey performed by a Kansas-licensed land surveyor or engineer must be obtained, at the contractor or owner's expense, at the time of underground plumbing or foundation wall completion. The survey verifies that basic lot grading elevations and foundation floors and walls are correct and in compliance with the approved Subdivision Plat Grading/Drainage Plan. **NOTE:** See "Backyard Drainage Policies" and "Subdivision Lot Grading Plan Certification" form in Appendix B.
- For pre-fabricated houses (other than "mobile homes") that are to be erected in residential zoning districts (other than districts zoned for mobile homes), the prefabricated home must be placed on an engineered/designed permanent foundation, and must meet specific other criteria as a "residential design manufactured home" (minimum roof pitch, type of roofing and siding materials, porch design, etc., as outlined in the Wichita-Sedgwick County Unified Zoning Code). The pre-fabricated home must also have specifications and certified "third party" inspection information that assures that the pre-fabricated home was constructed to minimum national building code standards.
- If a new home is to be served by a private water well (for potable drinking water) or by an on-site sewer disposal system (such as a septic system), connection to such systems must first be approved by the Wichita Environmental Health Department, 1900 E. 9th Street, (316) 268-

8351, before a building permit is issued. In some areas of the City, water wells may not be allowed due to contamination of groundwater in that area, and septic systems may not be allowed if the present system is failing or if soils and the site are not conducive to an on-site sewage disposal system.

For Commercial Building Permits:

NOTE: A Building Permit Examiner will preliminarily review commercial project applications for completeness at the OCI permit desk. Incomplete project plans may not be officially accepted for plan review, or “logged-in” until all required application materials are submitted. See the “Office of Central Inspection City of Wichita Plan Submittal Information” form in Appendix B that is utilized by Building Permit Examiners during plan “log-in”.

New Construction and Additions

- Plan Submittal Information Sheet (see form in Appendix B)
- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect
 - Structural drawings/plans sealed by Kansas-licensed design professional
 - Mechanical plans sealed by Kansas-licensed design professional
 - Plumbing plans sealed by a Kansas-licensed design professional
 - Electrical plans sealed by a Kansas-licensed design professional
 - A “Code Plan” prepared by the architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
- At least one site utility and drainage/grading plan with impervious area calculations.

- Three ADDITIONAL site utility and drainage/grading plans.
- Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).
 - Landscape plans (if required for the project per the Landscape Ordinance and/or Wichita-Sedgwick County Unified Zoning Code): Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4421.
 - Fire alarm and/or smoke detection plans, if required for project: Four copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
 - Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
 - Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book
- For projects in which one (1) of more acres of ground will be disturbed, a copy of the Notice of Intent (NOI) application form to Kansas Department of Health and Environment (KDHE). See further information and copy of application materials in Appendix B.

➤ Remodeling, including changes in use and occupancy classifications

- Plan Submittal Information Sheet (see form in Appendix B)

- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect
 - Structural drawings/plans sealed by Kansas-licensed design professional (only required if significant structural changes are being made)
 - Mechanical plans sealed by Kansas-licensed design professional (only required if new mechanical equipment and ductwork is being installed or altered)
 - Plumbing plans sealed by a Kansas-licensed design professional (only required if new plumbing and/or plumbing fixtures are being added or relocated)
 - Electrical plans sealed by a Kansas-licensed design professional (only required if new electrical panels/supply or circuits or being added or relocated)
 - A Code Plan prepared by the Architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
 - Office of Central Inspection “Barrier Removal Substantiation Form” (ADAAG). See form in Appendix B.
- If any new exterior paved parking, loading or driveway circulation areas are being proposed as part of the remodel or change of use, at least one site utility and drainage/grading plan with impervious area calculations
- Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).
 - Landscape plans: Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to

Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4421.

- Fire alarm and/or smoke detection plans, if required for project: Four copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4441.
- Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4441.
- Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book

Helpful Hints:

For commercial plan review application submission, the items that are most frequently absent from the submittal package are the “Plan Submittal Information Sheet”, the site plan with impervious area calculations, and the Code Plan.

For Trade Permits (Electrical, Mechanical, Plumbing, Lawn Irrigation and Sewer):

Information regarding the types and number of trade items, e.g., the number and size of electrical services, the number of electrical circuits, the number and size of electric motors, the number of electric outlets, the number, size and/or type of furnaces or air conditioning units, the number of water heaters, the number of waste, gas, or drain openings, etc. This information can be taken at the permit counter or submitted on a standard OCI Electrical, Mechanical, Plumbing or Sewer Permit Application (see trade permit application forms in Appendix B).

Step 2 – Commercial Construction/Remodeling Project Plan Review

Purpose of this step – ***Commercial*** project plans are reviewed to ensure compliance with the City of Wichita’s adopted codes, ordinances, regulations and policies for subdivision development, multifamily residential (all except one and two-family residential construction/remodeling), and commercial development, construction and remodeling. The review focuses primarily on public safety issues, building and fire construction codes compliance, compliance with final development or subdivision plans/plats, the developer’s effects on existing and proposed public infrastructure, ensuring sound engineering principals, and the overall quality of development. Although the staff reviews plans for these issues, the ultimate responsibility for the construction documents rests with the project design professionals hired by the owner.

Construction/remodeling project plan review minimizes field changes because it necessitates interpretation of standards prior to construction occurring, thereby saving time and expense for both the city and the developer.

This step will also carry forward Planning Commission and/or City Council stipulations or conditional approvals of plats, subdivisions, and zoning cases as required by other Departments or processes (e.g., traffic/street improvements; subdivision drainage plans; zoning Community Unit Plans, Planned Unit Developments, Conditional Uses, Protective or Zoning Special Overlays; etc.), as well as general Unified Zoning Code and Historic Preservation Ordinance requirements. Approvals necessary from outside agencies such as FEMA, Kansas Dept. of Health & Environment (KDHE) and the Federal Aviation Administration (FAA) may also be required at this step prior to issuance of a building permit.

For many construction projects, primarily commercial new construction and large additions, separate engineered drawings must be designed and submitted to the Public Works/Engineering Office for public utility improvements constructed under private contract in public easements or rights-of-way (commonly referred to as “private utility projects”). This includes water lines, storm drain/drainage systems, sanitary sewer and paving improvements. In addition, some of these privately contracted public facility installations that are on private property

and not in public easements or rights-of-way (project fire service lines or fire hydrants, or project sanitary or storm sewer pipe larger than a certain pipe size), are also required to submit engineered plans for a “private utility project” to Public Works/Engineering for review. Submission of such project plans may occur prior to or concurrently with submission and review of a building permit application. However, in nearly all cases, the “private utility projects” must be submitted and approved prior to release of any building permits. Detailed information on “Private Utility Projects” plan review fees and approval processes may be obtained by calling the Public Works/Engineering Office, 455 N. Main St., Wichita, KS 67202 - (316) 268-4235.

Preliminary Commercial Project Review:

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time. They may be scheduled prior to submission of the building permit application, complete project plans, or payment of any required building permit or plan review fees.

- There is no charge.
- Meetings must be pre-scheduled with the Office of Central Inspection Plan Review Staff, (316) 268-4477.
- Preliminary meeting hours are: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday.
- Conceptual plans or sketches are required. It is helpful to provide one copy for OCI files.
- Who may attend? Owner/s, contractor/s, architect, engineers, plans examiner, fire prevention staff or any other relevant department staff.

Helpful Hints:

Items that are consistently found as deficiencies in preliminary or formal plan review, or that cause significant delays in permitting processes are as follows:

- Property is not properly zoned or has not been platted at the time of building permit application. Some building additions and expansions to existing structures on unplatted lots can also require platting of a property. While this is an infrequent occurrence, a requirement to plat and/or to re-zone the property could delay building permit issuance for several months or more. Always check to make sure that property is properly zoned for the proposed building and use, and that the property is appropriately platted before preparing building plans. Zoning determinations can be obtained from OCI at (316) 268-4479 or from the Metropolitan Area Planning Department at (316) 268-4425, and should be obtained as early in the building planning/development process as possible. Call the Metropolitan Area Planning Department at (316) 268-4421 for more detailed information on platting and zoning/re-zoning.*
- Inadequate drainage plans and drainage plans that lack adequate spot elevations to determine drainage flow and/or ADAAG compliance.*
- Inadequate or absent impervious area calculations.*
- Inadequate or no solid screening included on plans as required by the Unified Zoning Code (UZC) or by a Zoning Overlay or Special Approval (such as a Community Unit Plan, a Planned Unit Development, a zoning Conditional Use Approval, or a zoning Protective Overlay).*
- No landscaping, landscape buffering or screening (or any landscape plans) as required by the Landscape Ordinance or the Zoning Code, or by a Zoning*

Overlay or Special Approval (such as a Community Unit Plan, a Planned Unit Development, a zoning Conditional Use Approval, or a zoning Protective Overlay). This is a common omission on major remodeling projects where the value of remodeling is more than 50% of the Sedgwick County Real Estate Appraiser Office's appraised existing building value, thus requiring compliance with the Landscape Ordinance and landscape buffering; for building additions that exceed the Zoning Code 30% expansion threshold, requiring building lot compliance with the Landscape Ordinance and landscape buffering and screening; and/or for new parking lots or parking lot expansions on arterial or collector streets, or across from residential areas, for existing development.

- *Nothing noted or shown on plans to indicate placement of new, required fire hydrants (primarily for new commercial construction or larger commercial expansions/additions).*
- *Required "Private Utility Projects" not completed or submitted to Public Works/Engineering for review/approval.*
- *Proposed zoning use, aesthetic design controls, building size/coverage, or building setbacks as specified by a Zoning Overlay or Special Zoning Approval (that are more restrictive than the underlying zoning district or platted setbacks) are not in compliance with the overlay or special approval. This could force delays in building permit issuance until zoning Administrative Adjustments or Special Overlay/Zoning Approval Amendments are completed. Delays could be from as little as about two weeks to as much as 60-90 days. For more information on zoning administrative adjustments and amendment processes/procedures, call the Metropolitan Area Planning Department (MAPC), 455 N. Main St., Wichita, KS 67202, at (316) 268-4421.*

- *Fire Stops and Draft Stops are not indicated on the submitted plans in appropriate locations, are not shown at all, or are lacking sufficient design detail/specification.*
- *Fire resistive assemblies are not shown on the submitted plans in sufficient detail or with approved design/test numbers.*
- *Submitted plans indicate inadequate hard-surfaced toilet room finishes in high occupancy use classifications (assembly, restaurants, bars, theaters, etc.).*
- *Lack of proper safety glazing and/or lack of detail about the type of safety glazing materials on submitted plans.*
- *Absence of, or inadequate detail/indications on submitted plans with regard to required emergency and exit lighting.*
- *Inadequate ADAAG maneuvering clearances, and lack of detail on submitted plans to indicate ADAAG-required slope on sidewalks, exterior access aisles and parking spaces/loading aisles.*
- *Inadequate location of required ADAAG parking spaces with respect to distance from building entryways.*

On Site Preliminary Commercial Project Review:

When the project involves an existing building, and plans are not available, on-site reviews can be performed.

- \$30 per hour, minimum charge one-half hour. Must be pre-paid
- Must be pre-scheduled
- Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

OCI Commercial Project Plan Review Overview:

The OCI Commercial Plan Review Section has primary responsibility for coordinating the plan review process and issuing a single, coordinated Plan Review Write-Up that outlines any deficiencies and/or required project plan revisions. OCI's plan review will include the following personnel/departments:

- Building Plans Examiner, OCI
- Fire Prevention Division, Wichita Fire Department
- Public Works Department, Subdivision Engineering (primarily for water, sanitary and storm sewer, fire service or fire hydrant extensions/connections, stormwater management design/detention/drainage, and any required "private utility projects")
- Traffic Engineering (primarily for driveway placement/location, any required traffic control or site access road improvements, and general provisions of the City of Wichita Access Management Policy)
- Public Works Department, Stormwater Management Division (primarily for flood control and pollution discharge management at construction sites)

- Health Department (primarily for food service establishments and day care centers)
- Water Department (primarily for grease interceptors associated with food service)
- Planning Department (primarily for zoning and historic preservation issues)
- Other Agencies as necessary

Codes/Policies Utilized by OCI Plans Examiner:

- 2000 International Building Code, with local amendments (City Code Title 18)
- Local Existing Buildings Rehabilitation and Change of Use Code (City Code title 18.44)
- 2000 International Fire Code, with local amendments (City Code Title 15)
- 2000 International Mechanical Code, with local amendments (City Code Title 22)
- 2000 Uniform Plumbing Code, with local amendments (City Code Title 21)
- 2002 National Electrical Code, with local amendments (City Code Title 19)
- Wichita-Sedgwick County Uniform Zoning Code (City Code title 28.04)
- Wichita-Sedgwick County Subdivision Regulations (City Code Title 28.05)
- Airport Overlay District Code and Airport Hazard Zoning Code (City Code Titles 28.07 and 28.08)
- City of Wichita Landscape Ordinance (City Code title 10.32)
- Federal ADA Accessibility Guidelines for Buildings and Facilities
- Kansas Accessibility Act (ADA)
- Federal Fair Housing Act
- Local Stormwater Pollution Prevention Ordinance (City Code Title 16.32)
- Local Grease Interceptor Ordinance for food service (City Code Title 16.24)
- Local “pre-treatment” sewer disposal of industrial wastes (City Code Title 16.20)
- Local Flood Damage Prevention Code (City Code Title 27)

- Local Access Management Policy (driveway access/traffic circulation)
- Local Alcohol and Cereal Malt Beverage Licensing Standards (City Code Title 4)

Helpful Hints:

- *OCI Building Plans Examiners utilize a checklist called the “OFFICE OF CENTRAL INSPECTION PLAN REVIEW CHECKLIST” in performing their review. While many of these items may not apply to some projects, it is good to check all the items on the list to make sure there are no surprises. A copy of this checklist is attached in Appendix B.*
- *For drinking establishments, nightclub and/or taverns uses, the business owner/operator will also have to obtain State of Kansas and City of Wichita alcohol or cereal malt beverage sales licenses. This is generally about a 4-6 week process. Also, any establishment that derives more than 50% of its food, alcoholic drink, and/or cereal malt beverage sales revenue from the sale of alcoholic drinks and/or cereal malt beverages, will be classified as a drinking establishment, nightclub or tavern under the Wichita-Sedgwick County Unified Zoning Code, and NOT as a restaurant. Zoning regulations and requirements for drinking establishments, nightclubs and taverns are significantly different and much more restrictive than zoning regulations for restaurants. If the project owner/operator believes that they may classify as a drinking establishment, nightclub or tavern instead of a restaurant, they may wish to contact the OCI Zoning Office at (316) 268-4479 or the Metropolitan Area Planning Department at (316) 268-4421 to get additional zoning and licensing information before beginning construction or remodeling work.*

Initial OCI Commercial Project Plan Review Section Time Frames:

The time to review plans can vary greatly. Factors that impact review time include completeness and accuracy of submitted drawings, current backlog, size of job, type of work involved, etc. “Priority” and “A” category projects are assigned to an OCI Plans Examiner when they are officially logged in. Category “B”, “C” and “D” plans are assigned on the Friday following project plan submittal. Target initial project plan review time frames, by project valuation category, are:

- “Priority” Projects - Valuation of \$25,000 or less – Three business days from the application date.
- “A” Projects - Valuation between \$25,001 to \$75,000 – Seven calendar days from application date
- “B” Projects - Valuation between \$75,001 to \$250,000 – 12 calendar days from assignment date
- “C” Projects - Valuation between \$250,001 to \$2,500,000 18 calendar days from assignment date
- “D” Projects - Valuation over \$2,500,000 – 25 calendar days from assignment date

Completion of OCI Project Review:

When the review is complete, the plans will either:

- Be stamped as “Approved” by the Building Plans Examiner, and made ready for permit; or
- Require changes prior to a permit being issued. A project plan review write-up will be issued detailing all required changes. Generally, no further Office of Central Inspection plan review work will be done on the project until the changes have been made or required plan revisions have been submitted, although “conditional” permits may be issued to start construction activity as outlined in “Step 3 – Permit Phasing”.

Required OCI Project/Plan Review Revisions Review:

- Required plan revisions must be made by the original design professional
- Construction drawings/plans revision review should be completed by OCI Plan Review staff in accordance with the following schedule:
 - Valuation of \$25,000 or less – One business day from the revision submittal
 - Valuation between \$25,001 to \$75,000 – Three calendar days from revision submittal
 - Valuation between \$75,001 to \$250,000 – 4 calendar days from revision submittal
 - Valuation between \$250,001 to \$2,500,000 – 6 calendar days from revision submittal
 - Valuation over \$2,500,000 – 8 calendar days from revision submittal
- If revisions are approvable, building permit can be issued

Appeals of Office of Central Inspection Plan Review Requirements:

- All applicants have the right to appeal interpretations of plan review requirements or to propose alternate methods of construction.
- Appeals may first be made to the Superintendent of Central Inspection (Building Official), Office of Central Inspection, 455 N. Main St., Wichita, KS 67202; (316) 268-4460.
- If not resolved through the Superintendent of the Office of Central Inspection, appeals may be made to one of four building or trade construction boards, depending on the item being appealed. All boards meet on a monthly basis, and requests for appeals or reviews by the boards must be submitted to OCI at least ten days prior to the board meeting. Applications and requests may be made by calling 268-4461 or 268-4460. The pertinent appeals boards and their current monthly meeting dates are as follows:
 - Board of Code Standards and Appeals (BCSA) for Building and Fire Codes - Meets on the first Monday of each month

- Board of Electrical Appeals for Electrical and Elevator Codes – Meets on the second Tuesday of each month
- Board of Appeals of Plumbers and Gas Fitters for Plumbing and Sewer Codes – Meets on the first Wednesday of each month
- Board of Appeals of Air Conditioning, Refrigeration and Warm Air Heating for Mechanical Code and solid fuel burning equipment – Meets on the fourth Thursday of each month
- The pertinent Board may review interpretations of Codes, and alternate materials and methods of construction
- The Boards do not have the authority to waive any specific requirements of the Codes

Expiration of OCI Project Plan Review:

- Expires 180 days from date of completion of initial OCI Project Plan Review Write-Up
- 180 day extension may be granted with written request from applicant
- If the plan review expires, a new plan review fee will be charged for further/new review

Building Permits:

Fees:

- Building permit fees are based on project construction cost. You may call the OCI building permit desk at (316) 268-4461 to obtain plan review and building permit fees that are based on project valuation and the current OCI building permit fee schedule
- Basic Plan Review fee is 65% of the base building permit fee.

Progress Prints/Plans:

- Construction may start prior to final plan submission.
- New buildings or additions only

- Additional 50% of plan review fee charged
- Minimum drawings must include site plans and detailed footing and foundation plans
- Must also submit “Conditional Permit Request” form
- Reviewed within 3-5 business days, depending on project valuation/size

Conditional Building Permit:

- Construction may start prior to completion of OCI project plan review or resolution of required project requirements and/or plan review revision submittals
- Available for new buildings or additions only
- Additional 25% of plan review fee will be charged if issued prior to OCI target date for completion of “OCI Project Plan Review Write-Up”
- Full set of project plans required
- Submission of a conditional permit request form is required
- Up-front “Conditional” permit requests will be reviewed within 3-5 business days, depending on the project valuation/size

NOTE: See “Conditional Permit Request” and “Office of Central Inspection Conditional Permit Checklist” forms in Appendix B.

Shell or Speculative Building Permit:

“Shell” or “speculative” building permits are often requested and issued for buildings that are basically unfinished on the interior, awaiting future tenant leases and finish. While this is allowable and not uncommon, it is just as imperative to provide detailed site and building construction plans (less interior finishes and detailed floor plans) before obtaining “conditional” or full building permits. It is critical to determine where and how utilities will be brought to and into the building, and to detail these items on the utility site and building plans.

Special considerations and installations are typically required for items such as sewer and electric service connections. For speculative shell building permits, the project owner will be required to submit a “Speculative Shell Building Acknowledgement & Conditions for Approval” form with the shell building permit application (see form in Appendix B), to acknowledge that all additional, required plans will be submitted to OCI for review, approval and required permitting before work begins on the construction or finish of any tenant lease space not included on the original, approved shell building plans.

Full Building Permit:

- Must be issued for any/all projects
- Full set of project plans required
- No additional fees
- Issued when project plans and all required revisions are reviewed/approved by OCI Plan Review staff

Licensed Contractor Required:

- All building construction requires a City of Wichita licensed building contractor, as well as licensed trade contractors (as applicable to the project work)
- Only the building contractor or authorized representative can pick up the building permit

Revisions to “approved plans” after permit has been issued, but before project completion:

- Revisions are required for any changes affecting exiting, wall configuration, fire or life-safety construction or structural design/installation
- Must be submitted to OCI for review (no additional fees charged)

Step 3 - Permit Phasing: Partial “Progress” or “Conditional” Permits

For many projects, particularly new buildings and additions, applicants desire to complete plan reviews incrementally, or in phases, or to initiate construction activity prior to resolution of all Plan Review requirements.

A decision to phase permits may be made prior to initial submittal through a “progress print” or “conditional” permit application procedure, or after plans have been submitted, through a “conditional” building permit issuance. Requirements for each type of submittal or phase are explained in the “Commercial Construction/Remodeling Project Plan Review” section outlined in previous [Step 2](#), and in the “Conditional Permit Checklist” included in Appendix B.

Project phases are:

- Grading – clearing of vegetation and earthmoving on private property
- Site Development – all site work up to footing and foundation, and including infrastructure improvements (water, fire service lines/hydrants, sanitary sewer, storm sewer/drains and storm water detention, if applicable). NOTE: In many cases, especially for new construction, “private utility projects”, as outlined in the Public Works/Engineering chapter of this Guidebook (or through the Public Works/Engineering Office at (316) 268-4235), must be submitted and approved prior to releasing permit for such site development.
- Framing or Red Iron – all site and building construction work up to a request for a “red-iron” or “framing” inspection
- Wallboard - all site and building construction work up to a request for a “wallboard inspection”
- Temporary Certificate of Occupancy – all site and building construction work up to a request for “temporary” or “partial” Certificate of Occupancy inspection
- Final Certificate of Occupancy – all site and building construction work up to a request for a full “final” Certificate of Occupancy inspection

Step 4 – Full Building Permit Issuance

After permit applications and project plans have been approved, the files are checked to ensure that all required information has been obtained. The permit applicant and/or the general contractor associated with the building permit are then notified by phone and by postcard mailer that the building permit may be issued, and are informed of any administrative items needed for final permit issuance.

Step 5 - OCI Construction Permit Inspections

Purpose of This Step – The issuance of any building permit gives the permit holder the right to proceed with the construction project. Construction is limited to the scope of the project delineated on an approved set of project plans, a building or trade permit, a permit job card or any combination of the three. At various stages of construction or remodeling, inspection is required. What is required to be inspected, when an item must be inspected and the timeliness of an inspection are all dependent upon the nature of the building permit project. Generally, all required inspections for building, electrical, elevator, mechanical, plumbing, sewer or fire suppression/alarm system installation or work are scheduled by the licensed contractors who have been contracted to do the construction, and/or have been issued the pertinent building and/or trade construction permits.

The following are examples of activities that require inspection by OCI:

- Building or structure (walls, roof, etc.)
- Engineered fill
- Foundation systems and components
- Concrete construction
- Erection and placement of steel and steel framing
- Erection of masonry
- Erection of pre-cast concrete or other pre-cast materials

- Certain fire-resistive materials
- Fire resistive rated walls, ceilings, beams, columns and floors
- All electrical, plumbing, mechanical or sewer systems/components (BEFORE concealment)
- Fire alarm/smoke detection systems
- Fire protection systems (sprinklers)
- Grease hoods and duct systems
- Americans with Disabilities Act Accessibility Guidelines (ADAAG) compliance
- Installation of required screening, landscaping and landscape buffering
- Swimming pools, including pool structures, fencing, electrical and plumbing systems
- Spas/whirlpools
- Remodeling, including structural building and any trade work
- Roofing and siding, new or replacement
- Final grading
- Final inspection for building occupancy

Scheduling Inspections and Obtaining Results of Inspections

Generally, the licensed contractors that are included on or attached to the permit make OCI construction permit inspection requests. Licensed contractors are assigned special access codes that allow them to call an automated phone inspection-scheduling system to schedule inspections 24- hours/day, 7 days/week, or to schedule inspections via the Internet through OCI's "E-Permits" system by a secured contractor access. Inspections can be scheduled for the same day up to 6:30 a.m. when using these automated systems. All licensed contractors are strongly encouraged to utilize these automated inspection-scheduling systems.

The automated scheduling systems allow contractors to request a specific day for an inspection, and a choice of "a.m.", "p.m." or "no time preference". For certain types of

inspections, such as concrete pours or bond-beam inspections, the contractor can request a specific one-hour window for the inspection.

These same automated inspection scheduling systems allow OCI inspectors to post the results of inspections to the automated OCI permit and inspection tracking system from the field, and also allow licensed contractors to obtain the results of inspections, including voice mail messages or notes from the inspector, about the results of an inspection or inspections.

Contractors can also cancel previously scheduled inspections using these automated systems. Contractors can also call OCI during office hours at 268-4461 to cancel a requested inspection.

Inspections can also be requested by calling the OCI dispatch line at 268-4461 or 268-4468, and most homeowner-occupants who have obtained their own permits can schedule, cancel or obtain results of required inspections by calling this number between 8:00 a.m. and 5:00 p.m. on regular work days (Monday through Friday).

When an inspector arrives at a job site, the following expectations apply:

- The site is clearly identified by an address
- The permit and/or permit job card is posted in plain view
- The site is readily accessible
- Approved plans are clearly accessible at the job site
- The work for which the inspection is requested is ready to be inspected

Helpful Hints:

- *Make sure that structures are unlocked for requested inspections and readily accessible. Don't expect an inspector to be able to locate a key and let himself/herself inside a building.*
- *Make sure that the approved set of plans, stamped by the Office of Central Inspection, is easily located and accessible to the inspector.*

- *Make sure that the permit job card issued with the permit is easily located and accessible to the inspector. If there is no good place on the site to post the job card at the time of requested inspection, call the inspector to let them know where the job card will be.*

Failure to provide for the above items could result in the inspection not being made, and in some cases could result in a \$30 reinspection fee being charged to the contractor that requested the inspection.

Inspectors will note inspections on the permit job card that is posted at the construction site. If problems are found during an inspection, the OCI inspector will leave a notice on the site that outlines the deficiencies. Construction inspectors can generally be reached in the office in person or by phone in the mornings between the hours of 7:30 and 8:30 a.m. and in the afternoon after 3:30 p.m. Inspectors can be reached by calling the general OCI dispatch number, 268-4461, or by calling directly to the specific construction inspection sections listed below:

Structural/Building	- 268-4461
Electrical/Elevator	- 268-4465
Plumbing/Sewers	- 268-4471
Mechanical (HVAC)	- 268-4473
Fire Suppression/Alarm Systems	- 268-4441 (Fire Department, Fire Prevention)

Saturday, Holiday and After-Hours Inspections:

If it is necessary for inspections to be performed outside of normal work hours or inspection time frames, you must call the OCI dispatcher at 268-4461 by at least 3:00 p.m. for an after-hours inspection on that same workday, or by no later than 3:00 p.m. on the work day prior to a requested weekend or holiday inspection. Before such inspection can be confirmed, an after

hours/weekend/holiday inspection fee that covers the cost of the overtime inspection service must be paid to OCI.

Inspection of Fire Related Issues:

OCI works closely with the Wichita Fire Department to ensure compliance with local fire protection requirements. OCI coordinates inspection activity for construction permits with fire department personnel (primarily for fire alarm systems, smoke detection systems, and fire suppression/sprinklering systems). Primary inspections conducted by the Fire Department for building permits include fire suppression, smoke detection and fire alarm system installation inspections when these systems are required as part of the building project.

Special Inspections:

The Building Code requires that for some types of construction, privately contracted “special inspectors”, with very specific expertise in a given field, inspect certain construction processes, usually on a periodic basis, but sometimes on a “continuous” basis. Certain types of steel fabrication/erection, masonry construction, concrete erection or engineered fill are some examples of processes that may require special inspection. During the project planning and plan review processes, an agreement outlining any required special inspection requirements, and who the special inspectors will be, must be completed and submitted to OCI prior to building permit issuance.

Inspection of Boilers:

The inspection and certification of boilers is handled directly through the State of Kansas (see Appendix A for contact information).

Final Inspections and Certificates of Occupancy:

When the building or structure is complete, it is necessary to call for a “Final” building inspection.

For new one and two-family homes, a “combination” final inspection is generally conducted as part of the building inspector’s final inspection, and includes the final inspection on the building structure/code, as well as plumbing and mechanical installation/code final inspections. Prior to calling for the final building inspection on one and two-family construction, a separate final electrical inspection should be scheduled and approved. Once a final building inspection is approved, a Certificate of Occupancy (CO) for the one and two-family building, structure or space may be granted. For one and two-family home additions, such “combination” building inspections are provided throughout the project for all construction phases, and include building, plumbing, mechanical and electrical inspections by a single, certified combination building inspector.

For commercial construction, all appropriate “final” trade inspections (electrical/elevator, mechanical, plumbing, sewer and fire suppression/detection/alarm systems) must be scheduled and approved PRIOR to completion of the final building inspection, and prior to issuance of any CO for the building, structure or space. In many instances, especially for new construction, a number of tests need to be completed as part of the final building inspection.

Final COs are issued as part of the final satisfactory inspection of all permit requirements, and are included as part of the building permit job card.

Obtaining a Temporary Certificate of Occupancy:

A Temporary Certificate of Occupancy (TCO) allows the building, structure or space to be used or occupied on a temporary basis, prior to all project requirements being completed. Before a TCO can be issued, the OCI building inspector, fire inspector and OCI trade inspectors must determine that no substantial hazard will result from occupancy of the building or portion thereof. Generally, all life safety issues must be properly installed/completed to allow any public occupancy (exit systems, exit lights and emergency lighting, required fire detection, suppression and alarm systems, guardrails and handrails, fire-resistive walls and assemblies, HVAC and required smoke/fire dampers, site access and required public water, fire hydrant or sewer facilities, etc.).

A “CITY OF WICHITA TEMPORARY CERTIFICATE OF OCCUPANCY”

request/guide form should be submitted by the General Contractor (see copy of form in Appendix B). Forms can be obtained from OCI by calling 268-4461, or can be obtained from the OCI building inspector.

Helpful Hints:

It is very important to communicate your intent to request a TCO or Partial CO to your building inspector as soon as you are aware of the need, so that any preliminary walk-throughs can be arranged, temporary exiting procedures can be discussed, and possible obstacles can be identified. It is also good to clearly communicate as far in advance as possible the nature and extent of the TCO or Partial CO building usage (furniture placement and stocking only; some employee occupancy in restricted areas; etc.). If known in advance, the building inspector and/or building supervisor can also coordinate TCO requests with trade inspectors, Fire Department inspectors, and others as necessary.

TCOs are granted for a limited time. The intent is to allow use of the building while the project is being completed. OCI expects the general contractor to be moving towards completion of the project and to call for another final inspection of the project when completed. If for some reason the project cannot be completed by the stated TCO expiration date, the contractor needs to apply for or request a renewal or extension of the TCO. This request is made through the OCI building inspector or supervisor.

Partial Certificate of Occupancy:

A Partial Certificate of Occupancy (PCO) may be granted for a portion of a building that has been completed to the extent that a CO or TCO can be issued for that portion of the project construction. This can be requested and arranged with the OCI building inspector for the project.

Letter of Credit Requirements:

On some projects, the contractor and/or owner may need a Final CO before all permit requirements are met, or may need a TCO for an extended period of time. This generally occurs when weather does not permit installation of required landscaping, screening and/or landscape buffers, or final required paving and parking lot striping (e.g., the TCO is requested on December 20th, and weather does not permit final paving/striping or landscape installation until March or April). In this situation, the contractor and/or project owner may submit to the Office of Central Inspection a financial institution “Letter of Credit” or financial guarantee, payable to the City and in a form approved by the City, in an amount equal to roughly 125% of the projected cost of completing the uncompleted items. A sample Letter of Credit is included in Appendix B. Question about Letter of Credit submissions may be directed to OCI at 268-4468.

Section II.

Office of Central Inspection Sign Permitting

Sign Permit Overview

The City of Wichita has a Sign Code in Chapter 24.04 of the Code of the City of Wichita. Copies of the ordinance may be obtained in the Office of Central Inspection on the 7th floor of City Hall, 455 North Main St., by calling OCI at (316) 268-4479, or on the City of Wichita website, www.wichita.gov. Any questions regarding private property signage may also be directed to this number.

The Sign Code regulates permanent and temporary signage, including signs that are painted directly onto exterior walls and “portable signs”, on private property. Signs are regulated with respect to zoning district classification, size, height, construction, and spacing from other signs and property lines. The Sign Code also regulates time frames for temporary signage (such as banners). The Sign Code regulates both on-site, freestanding signs and building signs, as well as “off-site” billboard advertising signs. Signage is often further regulated by special sign provisions in Unified Zoning Code (UZC) protective overlays and special use approvals (such as Community Unit Plans, Planned Unit Developments, Zoning Protective Overlays, special Zoning Overlay Districts such as Old Town and in Historic Districts, and Zoning Conditional Use Approvals).

Replacement or repainting of sign panels, or “faces”, also require a sign permit, even if the sign can or structure size is not being modified.

All permanent signs are required to be installed by Sign Hangers who have been licensed by the City of Wichita Office of Central Inspection. Such Sign Hangers must be bonded and insured, and are required to annually renew their licenses.

Step 1 – Sign Permit Application

Sign permit application forms are available in the Office of Central Inspection at the permit counter or from the OCI sign section, 268-4479. A complete application consists of:

- A completed application form
- A site plan indicating the location of the proposed sign on the building wall or property, and its distance to and location with respect to other signs on the property. The size of other building signs on the same building elevation should be noted, and the size of any freestanding signs relative to an application for a new or altered freestanding sign should be noted.
- Sign drawings showing the size, dimensions, color, materials and construction details of the sign, including height above grade.

Sign permit applications may be submitted in several ways, including:

- At the permit desk in the Office of Central Inspection on the 7th floor of City Hall
- By mail
- By fax

Step 2 – Sign Permit Review

Sign permit applications are reviewed by the Office of Central Inspection Sign and Commercial Zoning Section for compliance with the Sign Code regulations and the zoning district in which the sign is located. Specific sign restrictions that apply to any sign in a special zoning overlay or conditional use approval are also checked.

Step 3 – Permit Issuance

Once a sign application is approved, the permit may be issued. The applicant will be notified of the approval by staff.

Sign Permit Fees

Sign permit fees are based on the type and size of the sign. A schedule of fees may be obtained from the Office of Central Inspection. The fee for a specific sign, given the type and size of sign, can be obtained from the Sign staff at (316) 268-4479.

Generally, fees must be paid at the time of sign permit issuance, and may be paid by cash, check or most credit cards. However, licensed sign contractors may participate in the Fax Permit Program for Sign permits, wherein OCI will review and issue a permit approval (or denial) by fax within a minimum of 24 hours of the faxed permit application receipt. Participation in the Fax Permit Program also allows contractors to pay automatically for each permit issued by credit card, or by cash or check on a weekly basis for all permits issued during the previous week.

Sign Inspection

All signs must be inspected upon completion by OCI staff to assure that the sign was installed as approved, and so the Sign Permit can be closed. Contractors or permit applicants are responsible for requesting a final sign installation inspection by calling (316) 268-4479.

Office of Central Inspection Guide

Appendix A

Key Contacts

Office of Central Inspection Contacts, Phone & Fax Nos. and E-Mail

General Office Fax #: (316) 268-4663 (268-HOME)

Superintendent of Central Inspection	268-4460	KSchroeder@wichita.gov
General Dispatcher	268-4461	
Contractor Licensing	268-4413	GCornter@wichita.gov
Building Permit Desk/Residential Permits	268-4461	PHays@wichita.gov
Commercial Plan Review	268-4477	PHays@wichita.gov
Sewer Permits	268-4341	BRoark@wichita.gov
Sign Permits	268-4479	RSparkman@wichita.gov
Building/Structural Inspectors	268-4461	RSledge@wichita.gov
Electrical Inspectors	268-4465	TKerschen@wichita.gov
Elevator Inspectors	268-4462	TKerschen@wichita.gov
Plumbing Inspectors	268-4471	DLeidy@wichita.gov
Mechanical Inspectors	268-4473	DLeidy@wichita.gov

Other Pertinent City Department Phone Numbers

Development Assistance Center

Development Assistance Director	268-4371	TCassady@wichita.gov
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Metropolitan Area Planning Dept.

Director of Planning	268-4421	JSchlegel@wichita.gov
Current Plans (subdivision platting & lot splits, zoning/rezoning, conditional use permits, CUPs, PUDs, applications, amendments, adjustments, etc.	268-4421	DMiller@wichita.gov
Landscape Ordinance/Plan Review	268-4421	DGoltry@wichita.gov

Public Works Department

Public Works Engineering	268-4501	JArmour@wichita.gov
Public Works/Engineering (Private Projects)	268-4235	VHuang@wichita.gov
Public Works Traffic Engineer	268-4446	PGunzelman@wichita.gov
Storm Water Utility/Engineering	268-4498	

Water & Sewer Department

Water & Sewer Administration (Availability, W&S Connections, Meter Service Connections, Fire Service Line Locations, Types, Fees)	268-4555	BPerkins@wichita.gov
Sewer Pre-treatment (industrial waste Water pre-treatment, restaurant grease Interceptors, car washes, etc.)	303-8703	BGagnon@wichita.gov

Wichita Fire Department

Fire Suppression/Fire Alarm Plan Review & Hydrant Location & Flow Information	268-4441	SSchowalter@wichita.gov
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Wichita Environmental Health Department

On-site private water or sewage disposal systems/permits	268-8351	
Food establishment plan review/approval & inspection	268-8351	TCooper@wichita.gov

Other Key Non-City Agency Contacts

Gas Utility/Service

Kansas Gas Service	(316) 383-8600
OR	
Aquila Gas (limited locations in Wichita)	(800) 303-0752

Electric Utility/Service

Westar Energy	(316) 383-8600
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Telephone

SBC	
Business/Commercial Services	(800) 499-7928
Residential Services	(800) 464-7928

Other State/Federal

Kansas Division of Water Resources
Kansas Department of Agriculture
Kansas Floodplain Program/NFIP/Wetlands
109 SW 9th Street, 2nd Floor
Topeka, Kansas 66612-1283
Phone: (785) 296-4622; Fax: (785) 296-4835
www.accesskansas.org/kda/

Federal Emergency Management Agency (FEMA)
Region VII
2323 Grand Boulevard, Suite 900
Kansas City, MO 64108-2670
Phone: (816) 283-7031; Fax: (816) 283-7018; email: roger.benson@fema.gov
Also see: www.fema.org

U.S. Army Corps of Engineers Regional Office (Wetlands Protection)
1645 S. 101st East Street
Tulsa, OK 74128-4609
Phone: (918) 669-7022

Kansas Department of Health and Environment (KDHE)
Bureau of Water, Industrial Programs Section
1000 SW Jackson, Suite 420
Topeka, KS 66612-1367
Phone: (785) 296-5547; Fax: (785) 296-5509
www.kdhe.state.ks

Federal Aviation Administration
Kansas City Regional Office
901 Locust
Kansas City, MO 64106
Phone: (816) 329-2525; Fax: (816) 329-2539

United States Access Board (ADA)
1331 F Street, NW, Suite 1000
Washington, D.C. 20004-1111
(202) 272-0023(v); -0082 (tty)
www.access-board.gov

ADA Project (Central States)
100 Corporate Lake Drive
Columbia, MO 65203
1-800-949-4232
Fax: 573-884-4925
www.adaproject.org

Commercial/Industrial Boiler Inspection
Kansas Dept. of Labor/Industrial Safety & Health Section
Boiler Safety Unit
800 SW Jackson
Topeka, Kansas 66603
(785) 296-4379

Office of Central Inspection Guide

Appendix B

List of Appendices/Forms

GENERAL – ALL BUILDING CONSTRUCTION/REMODELING PERMITS

Wichita Floodplain Development Permit/Application

Wichita Flood Plain Elevation Certificate/Flood Plain Development Information

Office of Central Inspection Architectural/Engineering Seals Policy

State of Kansas (KDHE, Bureau of Water/Industrial Programs) Stormwater Runoff from Construction Activities Notice of Intent Application
(National Pollution Discharge Elimination System (NPDES))

Storm Water Quality Compliance Statement

Temporary Certificate of Occupancy Form

RESIDENTIAL ONE & TWO-FAMILY CONSTRUCTION/REMODELING

Office of Central Inspection Residential Permit Application and Residential Plot Plan (Building)

Job Site Inspection Record Card – 1 & 2 Family Dwellings

City of Wichita 1 & 2 Family Backyard Drainage Policies

City of Wichita, Kansas 1 & 2 Family Subdivision Lot Grading Plan Certification

Policy on Residential 1 & 2 Family Exterior Storm Drain Piping/Lines

TRADE PERMIT/FORMS

- City of Wichita Electrical Permit Application
- City of Wichita Mechanical Permit Application
- City of Wichita Plumbing Permit Application
- City of Wichita Sewer Permit Application With Sewer Information Sheet

COMMERCIAL PLAN REVIEW, CONSTRUCTION & REMODELING (ALL PROJECTS OTHER THAN 1 & 2 FAMILY)

Office of Central Inspection City of Wichita Commercial Plan Submittal Guide (Effective 1/1/94)

Office of Central Inspection City of Wichita Plan Submittal Information

Office of Central Inspection Valuation Substantiation Requirements

Office of Central Inspection City of Wichita Commercial Plan Review Section Submittal Checklist

Office of Central Inspection Plan Review Checklist (used by OCI Plans Examiners)

Design Standards for Drainage of Commercial Lot

Office of Central Inspection Speculative Shell Building Acknowledgment & Conditions for Approval Form

Office of Central Inspection Conditional Permit Checklist

Office of Central Inspection Plan Review Section Conditional Permit Request

Office of Central Inspection Plan Review Section Conditional Permit Worksheet

Office of Central Inspection Plan Review Section Conditional Permit Request/Storm Water Quality and Erosion Control Compliance Statement

“Office of Central Inspection City of Wichita Plan Review Section Plan Submittal” Brochure

“Office of Central Inspection City of Wichita Plan Review Section Project Plans” Brochure

“Office of Central Inspection City of Wichita Plan Review Section Code Plan” Brochure

“Office of Central Inspection City of Wichita Plan Review Section Plan Review” Brochure

“Office of Central Inspection City of Wichita Plan Review Section Conditional Permits” Brochure

“Office of Central Inspection Plan Review Fire Department Policies” Statement

Public Works/Engineering “Construction of Infrastructure Improvements by Private Contract” Brochure (water, sanitary sewer, storm water and paving)

Public Works/Traffic Engineering “Access Management Regulations” Brochure

Wichita Water & Sewer Department “Regulatory Pretreatment Information” Brochure (remedial groundwater cleanup/discharge program and food service grease trap requirements) and Bi-Annual Permit Renewal, Industrial Reporting Requirements, Annual Inspection and Local Limits Allocation/Daily Maximum Limits Summaries/Charts

TRADE PERMIT/FORMS

- City of Wichita Electrical Permit Application
- City of Wichita Mechanical Permit Application
- City of Wichita Plumbing Permit Application
- City of Wichita Sewer Permit Application With Sewer Information Sheet

Job Site Inspection Record Form – New Construction/Additions – Commercial

Job Site Inspection Record Form – Remodels & Minor Additions – Commercial

Sample Wichita Building Permit Letter of Credit (to allow project occupancy prior to final landscaping, screening and/or parking lot striping)

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) – GUIDELINES & REVIEW POLICIES

- Office of Central Inspection City of Wichita Policy Statement/Interpretation on ADAAG (Eight Policies)
- “Office of Central Inspection Barrier Removal Substantiation Form”
- “Office of Central Inspection City of Wichita Plan Review Section ADA Parking Layout” Brochure

SIGNS

City of Wichita Application for Permanent Sign Permit

City of Wichita Application for Temporary Sign Permit

FORMS. APPLICATIONS AND POLICIES
GENERAL - ALL BUILDING CONSTRUCTION/REMODELING PERMITS

"E-Permits" Brochure on Internet Permitting and Inspection Scheduling

Wichita Floodplain Development Permit Application

Wichita Flood Plain Elevation Certificate/Flood Plain Development Information

Office of Central Inspection Architectural/Engineering Seals Policy

State of Kansas (KDHE, Bureau of Water /Industrial Programs) Stormwater Runoff from
Construction Activities Notice of Intent Application
(National Pollution Discharge Elimination System (NPDES))

Storm Water Quality Compliance Statement

Temporary Certificate of Occupancy Form

E-PERMITS ONLINE

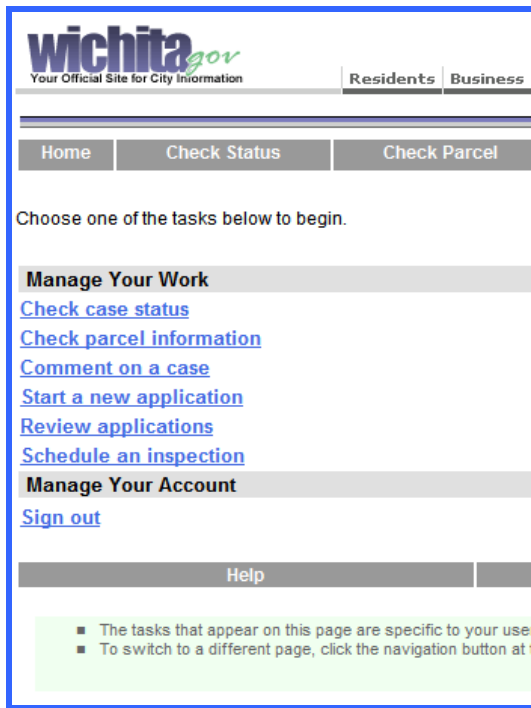


LICENSED CONTRACTORS
CAN APPLY FOR PERMITS &
SCHEDULE INSPECTIONS ON
THE INTERNET

Go To:

<http://permits.wichita.gov>

And sign in at the [Contractor Login](#) page using your 4-digit contractor license number and your TELUS Pin number. Your home page links to all the things you can do:



WHY USE E-PERMITS?

- ✚ Get your permits processed faster
- ✚ Schedule inspections directly from your processed permits, and add detailed inspection request information for your inspector
- ✚ Let E-Permits be your electronic filing system
- ✚ Look up the status of your permits (Issued, Expired, Closed, etc.)
- ✚ Obtain detailed inspection histories and inspection results/comments for any permit

QUESTIONS? COMMENTS?

Call Gary or Kurt in OCI at 268-4468



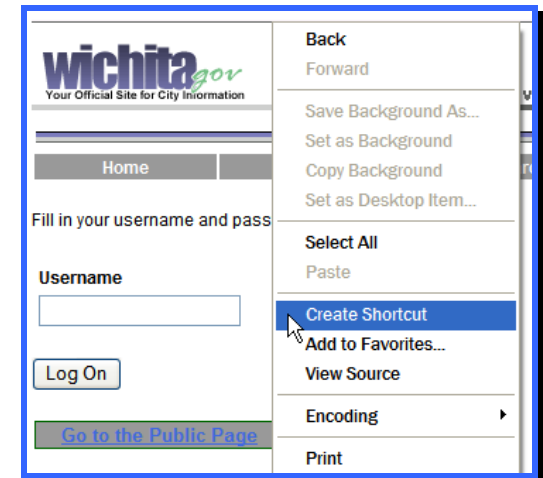
Office of Central Inspection

City Hall, 7th floor
455 N. Main
Wichita, Kansas 67202
Phone (316) 268-4460
Fax (316) 268-4663

QUICK ACCESS

YOU CAN PUT A SHORTCUT ON
YOUR DESKTOP

1. Using Microsoft® Internet Explorer, go to the [Contractor Login](#) page (see the front of this brochure).
2. Right-Click the page and select “Create Shortcut”. This will put a shortcut on your desktop.



3.

YOU CAN ADD A BOOKMARK

Use the instructions for a shortcut (above) selecting “Add to Favorites” (Internet Explorer) or “Bookmark this Page” (Netscape Navigator) instead.

Login to E-Permits using the same contractor license and pin that you use logging into TELUS.

APPLY FOR PERMITS

You can select from the following permits:

wichita.gov
Your Official Site for City Information

Residents | Business

Home | Check Status | Check Parcel

Start a New Application

Please click on an application from the list below
Please allow 24 hours for applications to be reviewed

[Electrical Permit Application](#)
Application for a ELECTRICAL Permit for the City Of Wichita

[Mechanical Permit Application](#)
Application for a MECHANICAL Permit for the City Of Wichita

[Plumbing Permit Application](#)
Application for a PLUMBING Permit for the City Of Wichita

[Remodel Permit Application](#)
Application for a REMODELING Permit for ONE & TWO Family Residential Only (not including additions)

[Roofing and Siding](#)
Application for a ROOFING AND SIDING Permit for the City Of Wichita

HOW DO I APPLY FOR A PERMIT?

1. **Logon** to the E-Permit system and select [Start a new application](#) then click on the type of permit for which you are applying.
2. **Complete** your application by following the step-by-step instructions.
3. **Send** the application to OCI for review by clicking the [Submit](#) button (Allow 24 hours for your permit to processed).

REVIEW APPLICATIONS

You can review the status (Submitted, Processed, Returned, etc.) of permits that you've applied for.

Total cases: 152 Displayed cases: 25 Page: 4 of 7 [Prev](#)

Processed Applications Assigned a Case Number - Completed and

*Click on the 'ID' Column to see the assigned permit
*Name' column to see a summary of what you submit

Name	Address	ID
New ELE Application	501 N DODGE AVE	ELE2005-00834
New ELE Application	310 S SUMMITLAWN ST	ELE2005-00825
New ELE Application	1514 N MINNEAPOLIS	ELE2005-00824
New ELE Application	5023 E MURDOCK ST	ELE2005-00823
New ELE Application	1314 N CLEVELAND ST	ELE2005-00822
New ELE Application	2226 S PINECREST AVE	ELE2005-00833
New ELE Application	345 N RIDGEWOOD DR	ELE2005-00832

SCHEDULE INSPECTIONS

You can also schedule inspections directly from a permit that has been processed

Case Number: ELE2005-00834 Status: ISS

Name: MC BRIDE ELECTRIC COMPANY EC Application Date: 1/19/2005
Description: INSTALLED NEW METER AND RISER.

Inspection Types

Some types of inspections are not allowed unless all fees have been paid.

Residential Inspection Menu

- ☐ 200 - Electric Grnd. Servc. Cond
- ☐ 205 - Electrical Underground
- ☐ 240 - Rough Electrical
- ☐ 243 - Partial Rough
- ☐ 510 - Elec. Service New
- ☐ 515 - Service Change
- ☐ 532 - Construction Service

HOW DO I SCHEDULE AN INSPECTION?

1. **Logon** to the E-Permit system and select [Schedule an inspection](#). Enter the Permit number (or address, Business name, etc.) then click [Search](#).
2. **After Selecting** your permit from those returned, select the [Request an inspection for this case](#) link and you'll be taken to the page where you select the inspection type.
3. **Pick a date** and add any notes you might wish the inspector to see. **That's It!**

FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

Permit/Application # _____ Date _____

1. Name of Applicant _____

2. Address of Development Site _____

3. Type of Development

Filling _____ Grading _____ Excavation _____ New Construction _____

Minor Improvement _____ Substantial Improvement _____ New Const. _____

(If Applicable)

Pre-improvement Value of Structure _____ Cost of Improvement _____

4. Description of Development _____

5. Property located in a designated Floodway? Yes _____ No _____

IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP, THAT THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE FLOOD (100-YEAR) ELEVATION.

6. Property located in a designated Floodway Fringe? Yes _____ No _____

a) Elevation of the Base (100-Year) Flood _____

MSL/NGVD

b) Elevation/floodproofing _____

MSL/NGVD

c) Elevation of the proposed development site (if known) _____ MSL/NGVD

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED NOT LESS THAN 1 FOOT ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NONRESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NONRESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED NOT LESS THAN 1 FOOT ABOVE THE BASE FLOOD ELEVATION.

(Continuation on Page 2 of 2)

7. Source of Base Flood Elevation Data if not available on FIRM. _____

Panel number of FIRM _____

8. Other permits required?

Corps of Engineers 404 Permit: Yes _____ No _____

State Permit: Yes _____ No _____

Local Levee District: Yes _____ No _____

Local Drainage District: Yes _____ No _____

Other: _____

All provisions of the community of _____, Flood Damage Prevention Ordinance (Ordinance Number _____), shall be complied with.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT.

Plans and Specifications Approved this _____ Day of _____ 19____.

SIGNATURE OF OWNER: _____ DATE _____

SIGNATURE OF CONTRACTOR: _____ DATE _____

SIGNATURE OF DEVELOPER: _____ DATE _____

AUTHORIZING OFFICIAL DATE _____

INSTRUCTIONS FOR COMPLETION:

- * COMMUNITY OFFICIAL PROVIDES THIS INFORMATION
** DEVELOPER/CONTRACTOR/OWNER PROVIDES THIS INFORMATION

#1 **	#5 *
#2 **	#6 * a) & b) /** c)
#3 **	#7 *
#4 **	#8 * /**

The Flood Plain Elevation Certificate has to be recorded at the Register of Deeds in the County Courthouse. Before the Register of Deeds will accept the Certificate, it must have the following information:

1. It must have the **original** signature, **NOT** a copy.
2. The signature must be notarized as well as having the professional's registration seal.
3. It must have the legal description of the property.

FLOOD PLAIN DEVELOPMENT INFORMATION

Address: _____

Legal Description: _____

Is building site in 100 year flood plain (FEMA)? YES ☐ NO ☐

If YES, minimum pad means **lowest floor elevation** (including basement or crawl space):

MINIMUM PAD M.S.L. (_____ City Datum)

Is building site in local flood plain? YES ☐ NO ☐

If YES, minimum pad means **lowest opening** into structure (foundation):

MINIMUM PAD City Datum (_____ M.S.L.)

Building Permit # _____

CITY OF WICHITA, KANSAS
CERTIFICATION OF MINIMUM PAD (LOW OPENING) ELEVATION

Building Owner: _____

Building Address: _____

Legal Description: Lot(s): _____

Block: _____ Addition: _____

THE FOLLOWING SHALL BE COMPLETED BY A REGISTERED PROFESSIONAL ENGINEER, ARCHITECT OR SURVEYOR.

I certify that the building at the property location described above has a minimum pad (low opening) elevation of _____ M.S.L. (_____ City datum) which meets or exceeds the minimum pad (low opening) elevation of _____ M.S.L. (_____ City datum) as recorded on the subdivision plat. I understand that any false statement may be punishable by fine or imprisonment under Section 272.04.050 of the Code of the City of Wichita, Kansas.

Certifier's Name _____

Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

Type or print name _____

Title _____ (seal)

STATE OF KANSAS, SEDGWICK COUNTY, ss.

BE IT REMEMBERED, That on this _____ day of _____ A.D. 20 _____ before me, the undersigned, a Notary Public in and for the County and State aforesaid, came _____ personally known to me to be the same person(s) who executed the within instrument of writing and such person(s) duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

My appointment expires: _____, 20 _____

Notary Public

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

PLANS REQUIRING KANSAS LICENSED ARCHITECT/ENGINEER SEAL

The architectural registration law for the State of Kansas requires that anyone giving consulting, planning, designing or responsible administration on construction projects must be registered with the state. For the practical and ~reasonable administration of this Statute and Section 302(b) of the Uniform Building Code, the following guidelines are being followed by the Office of Central Inspection.

Plans, engineering calculations, diagrams and other data shall be submitted as specified in the Commercial Plan Submittal guide. When such plans are not prepared by an Architect or engineer, the building official will require the applicant that is submitting such plans or other data to demonstrate that state law does not require that the plans be prepared by a licensed architect or engineer. The applicant shall demonstrate compliance by submitting a Certificate of Exemption per K.S.A. 74-7038.

The Certificate of Exemption lists the following Architectural and Engineering exemptions:

Architectural Exemptions per K.S.A. 74-7031:

K.S.A. 74-7031(b)

The submissions are drawings or specifications for one and two family dwellings or for agricultural buildings.

K.S.A. 74-7031(c)

The submissions involve work, which does not utilize the Uniform Building Code or Life Safety Code and is one of the following:

K.S.A. 74-7031(c)(1)

Storefronts or facades, interior alterations or additions, fixtures, cabinetwork, furniture, appliances or other equipment;

K.S.A. 74-7031(c)(2)

Work necessary to provide for installation of any item designated in subsection (c)(1);

K.S.A. 74-703~(c)(3)

Alterations or additions to a building necessary to or attendant upon installation of any item designed in subsection (c)(1), if the alteration or addition does not change or affect the structural system includes, but is not limited to, foundations, walls, floors, roofs, footings, bearing partitions, beams, columns or joists.

K.S.A. 74-7031(e)

The submissions were prepared by a licensed landscape architect or corporation issued a certificate of authorization to provide services in landscape architecture under K.S.A. 74-7036 and amendments thereto in connection with landscape and site planning for the sites, approaches or environment for buildings, structures or facilities.

Engineering Exemptions per K.S.A. 74-7033:

K.S.A. 74-7033(a)

The submission involves the design or erection of a structure or work by the owner thereof, upon the owner's own premises for the owner's own use.

K.S.A. 74-7033(b)

The submissions are plans, drawings or specifications for one and two family dwellings or for agricultural buildings.

K.S.A. 74-7033(c)

The submissions involve planning, drafting and designing of products manufactured for resale to the public.

K.S.A. 74-7033(d)

The submissions were prepared by a licensed landscape architect in connection with landscape and site planning for the sites, approaches or environment for buildings, structures or facilities.

Original drawings, documents, technical reports, legal descriptions, records and papers prepared by or under the direct supervision of the licensee in the licensee's professional capacity shall be stamped with the licensee's seal. After the licensee's seal has been applied to the original or record copy, the licensee shall place the licensee's handwritten signature and date across the seal.

WRITTEN BY: Loren Deines (original issue date 4/1/92)

APPROVAL: _____
Superintendent of Central Inspection

DATE: _____

**CERTIFICATE OF EXEMPTION
per K.S.A. 74-7038**

Name of Submitter: _____

Project: _____

Name of Project: _____

I certify that this technical submission is exempt under the laws of Kansas and does not require the seal of an architect/engineer due to one of the following exemption(s). (Place an "X" in front of the applicable exemption(s).

Architectural Exemptions per K.S.A. 74-7031:

- ☐ K.S.A. 74-7031(b)
The submissions are drawings or specifications for one and two family dwellings or for agricultural buildings.
- ☐ K.S.A. 74-7031(c)
The submissions involve work, which does not utilize the IBC or life safety code and is the following:
- ☐ K.S.A. 74-7031(c)(1)
Storefronts or facades, interior alterations or additions, fixtures, cabinetwork, furniture, appliances or other equipment;
- ☐ K.S.A. 74-7031(c)(2)
Work necessary to provide for installation of any item designated in subsection (c)(1);
- ☐ K.S.A. 74-7031(c)(3)
Alterations or additions to a building necessary to or attendant upon installation of any item designated in subsection (c)(1), if the alteration or addition does not change or affect the structural system of the building, which structural system includes, but is not limited to, foundations, walls, floors, roofs, footings, bearing partitions, beams, columns or joists.
- ☐ K.S.A. 74-7031(e)
The submissions were prepared by a licensed landscape architect or corporation issued a certificate of authorization to provide services in landscape architecture under K.S.A. 74-7036 and amendments thereto in connection with landscape and site planning for the sites, approaches or environment for buildings, structures or facilities.
- ☐ I am an architect licensed in Kansas and this submission does not require the seal of an engineer.

Engineering Exemptions per K.S.A. 74-7033:

- ☐ K.S.A. 74-7033(a)
The submission involves the design or erection of a structure or work by the owner thereof, upon the owner's own premises for the owner's own use.
- ☐ K.S.A. 74-7033(b)
The submissions are plans, drawings or specifications for one and two family dwellings or for agricultural buildings.
- ☐ K.S.A. 74-7033(c)
The submissions involve planning, drafting and designing of products manufactured for resale to the public.
- ☐ K.S.A. 74-7033(d)
The submissions were prepared by a licensed landscape architect in connection with landscape and site planning for the sites, approaches or environment for buildings, structures or facilities.
- ☐ I am an engineer licensed in Kansas and this submission does not require the seal of an architect.

If this project does not fall under one of the above-named exemptions, please be advised that the seal of an appropriate technical professional is required. A building permit issued with respect to technical submissions, which is not properly sealed and is not exempt under Kansas laws is invalid.

Signature

Date

NOTICE OF INTENT (NOI)
For Stormwater Runoff from Construction Activities
Authorized by a Kansas Water Pollution Control General Permit
Under the National Pollutant Discharge Elimination System

Submission of this Notice of Intent constitutes notice that the party identified in Section I of this form requests authorization for coverage under the Kansas Water Pollution Control general permit, or KDHE authorized successors, issued for stormwater runoff from construction activities in the State of Kansas. Becoming a permittee obligates the discharger to comply with the terms and conditions of the general permit. **Completion of this NOI does not provide automatic coverage under the general permit. Coverage is provided and discharge permitted when the Kansas Department of Health and Environment (KDHE) authorizes the NOI. A signed and dated copy of the authorized NOI will be provided to the owner or operator.** Upon authorization of the NOI, a Kansas permit number and a Federal permit number will be assigned to the construction project. **ONLY COMPLETE APPLICATIONS ACCOMPANIED BY THE \$60 ANNUAL PERMIT FEE WILL BE PROCESSED. KDHE WILL NOTIFY APPLICANTS WHOSE APPLICATIONS ARE INCOMPLETE, DEFICIENT, OR DENIED. Please Print or Type.**

I. OWNER OR OPERATOR ADDRESS & RECORD LOCATION INFORMATION

Owner or Operator's Name: _____

Owner's Contact Name: _____

Company Name: _____

Company Name: _____

Owner or Operator's Phone: _____

Contact Phone: _____

Mailing Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

City: _____ State: _____ Zip Code: _____

Will permit records be located on site? ☐ Y; ☐ N If not, provide an address where records will be kept:

Company Name: _____

Mailing Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

City: _____ State: _____ Zip Code: _____

II. SITE INFORMATION

A. LOCATION

Project Name: _____

On-Site Contact Name:_____

Street Address: _____

Company Name: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: _____

Physical Location: _____

City: _____ State: _____ Zip Code: _____

_____ South, _____ E; _____ W; County: _____
QTR QTR QTR, Section Township Range

For Official Use Only:

For Official Use Only:		
Received	Paid	Authorized <input type="checkbox"/> Y; <input type="checkbox"/> N
	Date:	
	Initials:	
	Check No:	
		Reviewer
Secretary, Kansas Department of Health and Environment		Date
KS Permit No. S - - - - -		Federal Permit No. KS

To receive a hard copy of the general permit information packet check yes: ☐ Y; ☐ N

B. EXISTING CONDITIONS/USES

Is any part of the project located on Indian lands? ☐ Y; ☐ N

If yes, contact EPA regarding discharging stormwater runoff from construction activities on Indian lands.

If site runoff goes into a Municipal Separate Storm Sewer System; Owner/Operator's Name: _____

Name of the first receiving water; stream; or lake: _____ River Basin: _____

Are there any known soil contamination areas which will be disturbed by the construction activity? ☐ Y; ☐ N

Are contaminated soils or hazardous wastes present on the site: ☐ Y; ☐ N

Are there any surface water intakes for public drinking water supplies located within ½ mile of the site discharge points? ☐ Y; ☐ N

Are there any known historical or archeological sites present within the site boundary? ☐ Y; ☐ N

Are any threatened or endangered species known to be present within the site boundary or in the receiving water body? ☐ Y; ☐ N

If yes, list species and describe habitat location in relation to project location: _____

Are any Critical Water Quality Management Areas, Special Aquatic Life Use Waters,
or Outstanding National Resource Waters located within ½ mile of the site boundary? ☐ Y; ☐ N

C. PROJECT DESCRIPTION

Project Description: _____

Anticipated Start Date: _____ and Completion Date: _____

Estimated area to be disturbed: _____ Acres Total area of the site: _____ Acres

Do you plan to disturb ten or more acres that are within a common drainage area? ☐ Y; ☐ N

If yes, will a sedimentation basin be installed in that drainage area? ☐ Y; ☐ N

If not, on a separate sheet, explain what similarly effective erosion and sediment control measures that will be implemented in lieu of a sedimentation basin.

D. EROSION CONTROL PLAN AND BEST MANAGEMENT PRACTICES

Attach a site plan showing the erosion control measures and the locations of stormwater management or pollution control features including BMPs. Incorporate details and notes as necessary to describe the erosion control plans and BMPs.

Attach a description of the best management practices which will be utilized to control erosion, sedimentation and other pollutants in stormwater runoff during construction. Include a description of applicable local erosion and sediment control requirements.

Describe the BMPs which will be permanent stormwater management or pollution control features. Include a description of applicable local stormwater pollution control requirements for permanent stormwater management features.

Summarize the sequence of major soil disturbing activities and the corresponding erosion control measures or BMPs.

E. AREA MAP

Attach a topographic map showing the project location and significant features in the surrounding area.

III. ANNUAL FEE

Enclose a check for the first year of the annual permit fee specified in K.A.R. 28-16-56 et seq. as amended. Make the check payable to "KDHE". Per K.A.R. 28-16-56, as amended, the current annual permit fee for this general permit is \$60. An annual bill will be sent to the contact person requesting a permit fee until such time as the permit holder submits a Notice of Termination (NOT).

IV. APPLICANT CERTIFICATIONS

I, the undersigned, certify that a Stormwater Pollution Prevention Plan will be or has been developed for the construction site listed in Section II of this NOI. I further certify that the plan will be implemented at the time construction begins, and, as required by the NPDES general permit for Stormwater Runoff from Construction Activity, will revise the SWP2 plan if necessary.

I understand that continued coverage under the NPDES general permit for Stormwater Runoff from Construction Activities is contingent upon maintaining eligibility as provided for in the requirements and conditions of the general permit, and paying the annual fee.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature_____
Date_____
Name and Official Title (Please Print)

Notice of Intent (NOI) Instructions
for Stormwater Runoff from Construction Activities
Authorized by the Kansas Water Pollution Control General Permit S-MCST-0110-1

Who Must File An NOI

Federal law through the Clean Water Act and 40 CFR Part 122 prohibits point source discharges of stormwater runoff associated with construction activity to Waters of the U.S. without a National Pollutant Discharge Elimination System (NPDES) permit. The owner or operator of a site where construction activity will occur that may have a discharge of stormwater runoff must submit a NOI to obtain coverage under a Kansas Water Pollution Control general permit. This general permit addresses water quality, not quantity.

The general NPDES permit, the NOI, copies of other relevant forms, and reference material is available from the [KDHE Stormwater Website: www.kdhe.state.ks.us/stormwater](http://www.kdhe.state.ks.us/stormwater)

A hard copy of the NOI, the general NPDES permit, the general permit information packet, or other reference material may also be obtained by sending a written request to KDHE at:

Kansas Department of Health and Environment
Bureau of Water, Industrial Programs Section
1000 SW Jackson, Suite 420
Topeka, KS 66612 - 1367

For additional information, contact KDHE at (785) 296-5549.

Where To Send An NOI Form

Send the NOI to the following address:

Kansas Department of Health and Environment
Bureau of Water, Industrial Programs Section
1000 SW Jackson, Suite 420
Topeka, KS 66612 - 1367

When to Send An NOI Form

Submit an NOI no later than 60 days prior to the start of construction.

Applicant are encouraged to submit an NOI as soon as possible to avoid delaying construction. Applicants are not authorized to discharge under the general permit for Stormwater Runoff from Construction Activities until KDHE has authorized the NOI. KDHE anticipates authorizing most NOI's within 60 days following receipt. However, if coverage under the general permit is denied, an applicant will be required to submit an application for an individual Kansas Water Pollution Control permit.

Section I Owner or Operator & Record Location Information

Identify the owner(s) or operator(s) that either individually or taken together have operational control over the site specification; and which have the day-to-day operational control of those activities at the site necessary to ensure compliance. The responsible party is the legal entity that controls the site's operation, rather than the site manager.

If the site discharges stormwater directly to a receiving water, enter the name of the first receiving water. This may be obtained from the Kansas Surface Water Register, a United States Geological Survey (U.S.G.S.) topographic map or KDOT general highway map for the county where the project or discharge point is located.

Do not use a colloquial name. Enter the owner or operator's complete For a typical commercial construction site, the owner or general contractor is the owner or operator. (See the definition.) For a typical residential development (subdivision), the owner or an authorized representative is the owner or operator. Each owner or operator who individually does not engage in a large construction activity must apply when the larger plan of development is a large construction activity. On or after March 10, 2003, each owner or operator who individually does not engage in a small construction activity must also apply when the larger plan of development is a small or large construction activity. Give the legal name of the company, firm, public organization, or any other entity that owns the site described in the NOI, or if the activity will be on a right of way, leased property, or easement, give the name of the responsible party.

Records regarding the permit must be kept at the site or at a readily available location. If the records cannot be located on the project site, provide the address where the records will be located.

Section II Site Information

A. LOCATION

Enter the project's official or legal name and physical location including the complete street address, city, county, state and ZIP code. If the site lacks a street address, indicate the county, section, township, and range (to the nearest quarter/quarter section; 40 acres) of the center of the site.

Enter the name and phone number of a person who can be contacted regarding this construction site. The owner or operator and contact person need not be the same.

B. EXISTING CONDITIONS/USES

Indicate whether the site is located on Indian lands. If the entire construction disturbance is located on Indian land, the owner or operator cannot be covered by KDHE under this general NPDES permit. For information regarding discharges of stormwater runoff on Indian lands contact:

Storm Water Coordinator
U.S. EPA, Region VII
901 North 5th Street
Kansas City, Kansas 66101

EPA is the permitting authority on Indian lands. To request authorization to discharge stormwater runoff from construction activities conducted on Indian lands, the applicant must contact EPA.

If the stormwater runoff from construction activities flows into a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., municipality name, county name, or the name of the responsible public body), and provide the name of the first receiving water, stream, or lake.

Indicate the river basin in which the project is located.

The Kansas Surface Water Register, can be downloaded from the [KDHE Stormwater Website: www.kdhe.state.ks.us/stormwater](http://www.kdhe.state.ks.us/stormwater). A hard copy of the list of waters or the complete Surface Water Register may also be obtained by sending a written request to KDHE at the address above.

NOI Instructions CONTINUED:

Indicate if there are any known soil contamination areas at the project.

Identify any and all surface water intakes for public drinking water supplies within one half mile downstream of the discharge points.

Indicate if there are any known historical or archeological sites present at the proposed project site. The Kansas State Historical Society maintains a list of recorded sites or may recommend the project be surveyed for such sites by a professional archeologist. The KSHS may be reached at:

Kansas State Historical Society (KSHS)
6425 SW 6th Avenue
Topeka, KS 66615 - 1099
(785) 272-8681, extension 240

Indicate whether any threatened or endangered species are known or are likely to be present at the site or within the receiving water body. Through Kansas Administrative Regulations (K.A.R.) 115-15-1 et seq. the Kansas Department of Wildlife and Parks (KDWP), maintains a listing of threatened or endangered species and their critical habitats.

If threatened or endangered species are likely to be present at the site or within the receiving water body, then list the species and describe the location in relation to the site location.

Contact the KDWP's Environmental Services Section at (620) 672-0744 for assistance. KDWP may be contacted at:

Kansas Department of Wildlife and Parks (KDWP)
Environmental Services Section
512 SE 25th Avenue
Pratt, KS 67124-8174
(620) 672-0744

Indicate if there are any Critical Water Quality Management Areas (CWQMA) established in accordance with K.A.R. 28-16-70; Exceptional State Waters (ESW); Special Aquatic Life Use Waters (SALU), or Outstanding National Resource Waters (ONRW), as listed in the Kansas Surface Water Register which are within ½ mile of the proposed construction project. A listing of these water bodies is maintained by KDHE in the Kansas Surface Water Register. A copy of the list, and information regarding the Kansas Surface Water Register is available by calling KDHE at (785) 296-5549.

If contaminated soils or hazardous wastes are known to be present on the site, select "Y".

C. PROJECT DESCRIPTION

Briefly describe the nature of the construction activity.

Enter the project start date and the estimated completion date for the entire development plan. For phased construction projects with planned intervals of non-activity, do not show the end of a phase as a completion date. If the owner or operator submits a Notice of Termination (NOT) when a construction phase ends, the owner or operator of the construction site must submit a new NOI when construction resumes.

Estimate the area to be disturbed. Include access roads to be constructed, and adjacent or on-site material borrow areas and excess material storage areas.

Where a common drainage area of ten or more acres is disturbed, a sedimentation basin, or equivalent alternative, is required if feasible. If a sediment basin is not feasible, attach a description of the proposed

alternative. Proposed alternatives must control erosion and sediment movement as effectively as a sedimentation basin.

D. EROSION CONTROL PLAN AND BEST MANAGEMENT PRACTICES

Attach a detailed site plan(s) showing the existing contours; proposed contours; structural and nonstructural control features; sedimentation basin(s), if any; and the location stormwater runoff leaves the construction site. Identify the areas where soil will be disturbed and stabilization practices are expected to occur.

Briefly describe the controls and measures that will be implemented to control pollutants in stormwater runoff. Include a description of the BMPs (e.g., good housekeeping, limiting soil disturbance, temporary mulching, spill prevention, etc.) and sediment and erosion control measures (vegetated drainage swales, rock outlet protection, sediment basins, etc.).

Also, describe the controls and measures that will be constructed as part of the project and left in place in order to control pollutants from the intended site use after construction is finished. Describe the local requirement, if any, for the permanent stormwater management feature.

Describe the sequence of major soil disturbing activities.

E. MAPS

Provide a general topographic map or maps of the area extending at least to one mile beyond the property boundaries of the site which clearly shows:

The construction site, access roads, and the area(s) where soil will be disturbed;

The location of each of your existing and proposed discharge points;

Rivers, waterways and drainage ditches, and the flow direction;

Surface water intakes for public water supplies; and

The map scale, and a meridian arrow pointing north.

Use a 7½ minute series map as published by the U.S.G.S. (or a photocopy of the pertinent portions). Maps for the State of Kansas may be obtained from the U.S.G.S. Office or Kansas Geological Survey Offices listed below.

Kansas Geological Survey 1930 Constant Avenue Lawrence, Kansas 66047-3724 (785) 864-2157 http://ks.water.usgs.gov/	Kansas Geological Survey 4150 Monroe Street Wichita, Kansas 67209 (316) 943-2343
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Section III. Annual Fee

Enclose a check for the first year of the annual permit fee specified in K.A.R. 28-16-56 et seq. as amended. Make the check payable to "KDHE." Per K.A.R. 28-16-56, as amended, the current annual permit fee for this general permit is \$60. An annual bill will be sent to the contact person requesting a permit fee until such time as the permit holder submits a Notice of Termination (NOT).

NOI Instructions CONTINUED:

Section IV. Applicant Certifications

Applicants should read and ensure they understand the statements in this section of the application before signing the application. The application must be signed by the project owner or operator.

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require the NOI to be signed as follows:

For a corporation: by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipality, state, Federal, or other public facility: by either a principal executive officer or ranking elected official.

STORM WATER QUALITY COMPLIANCE STATEMENT

To: City of Wichita, Kansas

The undersigned, being the owner of a facility that has applied to the City of Wichita, Kansas, for a storm sewer tap permit, hereby acknowledges the requirements of Section 16.32 of the Wichita City Code, which states that only storm water can be discharged into the municipal storm sewer system, with the following exceptions:

1. A discharge authorized by, and in full compliance with, a federal or state NPDES permit.
2. A discharge from emergency fire fighting.
3. A discharge from water line flushing.
4. A discharge from lawn watering, landscape irrigation, or other irrigation water.
5. A discharge or flow from a diverted stream flow or natural spring.
6. A discharge or flow from uncontaminated ground water or rising groundwater.
7. Uncontaminated groundwater infiltration.
8. Uncontaminated flow from a foundation drain, crawl space pump, footing drain, or sump pump.
9. A discharge from a potable water source not containing any harmful substance or material from the cleaning or draining of a storage tank or other container.
10. A flow from air conditioning condensation that is unmixed with water from a cooling tower, emissions scrubber, emissions filter, or any other source of pollutant.
11. Flows from individual residential car washing.
12. A flow from a riparian habitat, wetland, or natural spring.
13. Storm water runoff from a roof that is not contaminated by any runoff from an emissions scrubber or filter or any other source of pollutant.
14. Residential heat pump discharges.
15. Swimming pool water, excluding filter backwash, that has been de-chlorinated so it contains no harmful quantity of chlorine, muriatic acid or other chemical used in the treatment or disinfection of the swimming pool water or in pool cleaning.

I further understand that allowing any other discharge will subject me to the penalties provided in said Section 16.32, as well as other federal and state penalties.

Signed: _____

Date:

Print name

Company:

Address:

City/State:

Telephone Number:

TEMPORARY CERTIFICATE OF OCCUPANCY

If the Building Official finds that no substantial hazard will result from occupancy of a building or portion thereof before the building is completed, a Temporary Certificate of Occupancy may be issued for the use of the building or portions thereof prior to completion the entire building or project. The following is a guide to be used to determine eligibility for a Temporary Certificate of Occupancy as provided in Section 109.4 of the Uniform Building Code. All applicable items on this form shall be initialed by the appropriate inspector and the signature block following each section, shall be signed and dated by the inspector, prior to occupancy by anyone other than those involved with the actual construction or remodeling of the project.

Address _____ Building Permit # _____ Zoning _____

Construction Type _____ Classification of Occupancy _____

General Contractor _____ Owner _____

Inferred Hardship _____

Date of Desired Occupancy _____ Date of Final Completion _____

Deficiencies _____

[To be completed by the inspectors of each section, mark each item either - Yes, No or NA for not applicable.]

Building

1. Exit systems are complete & unobstructed by scaffolding, ladders, construction materials, etc. _____
2. Fire resistive walls & assemblies are complete, rated walls, labeled doors, closures, etc. _____
3. Guardrails & handrails are complete. _____
4. Address markers are in place. _____

Verified by _____ on _____

Electrical

1. Exit signs & emergency lighting are complete and operational. _____
2. Service is installed & all live parts are totally enclosed. _____
3. All panels, boxes & equipment accessible to the occupants of the building are properly enclosed. _____

Verified by _____ on _____

Plumbing

1. At least 1 water closet & lavatory for each sex is complete & operational, if required. _____
2. No hazards have been observed in the gas piping. _____
3. All gas water heaters are installed & meet all combustion-air & venting requirements. _____

Verified by _____ on _____

Mechanical

1. All furnaces are installed and meet all clearance, venting and combustion-air requirements. (seasonal) _____
2. All exhaust & grease hoods are installed, tested and operational. _____
3. All required HVAC systems, fire, smoke dampers and smoke actuated shut-offs are installed. _____

Verified by _____ on _____

Fire Department

1. Fire access/Fire lanes are installed and operational. _____
2. Fire hydrants are within the required distance, tested and operational. _____
3. Automatic fire suppression systems have been tested & are operational. _____
4. Fire extinguishers are in place. _____
5. Fire detection /alarm systems have been tested and are operational. _____
6. Additional requirements _____

Verified by _____ on _____

(I) (We), the [Owner(s), Contractor(s)], understand that if all requirements of the building /fire codes and ordinances of the city of Wichita applicable to building construction and use are not met by the date of final completion stated above, we are subject to legal action as outlined by ordinance, and further agree that the deficiencies listed above will be corrected by the date of final completion as shown.

General Contractor's signature

Owner's / Representative signature

Address

Phone

The temporary use of these premises until _____ is hereby granted subject to the following conditions :

Approved by _____ on _____

Wichita Fire Department

Approved by _____ on _____

Office of Central Inspection

FORMS. APPLICATIONS AND POLICIES
RESIDENTIAL ONE & TWO-FAMILY CONSTRUCTION/REMODELING

Office of Central Inspection Residential Permit Application and Residential Plot Plan

City of Wichita Electrical Permit Application

City of Wichita Mechanical Permit Application

City of Wichita Plumbing Permit Application

City of Wichita Sewer Permit Application with Sewer Information Sheet

Job Site Inspection Record Card - 1 & 2 Family Dwellings

City of Wichita 1 & 2 Family Backyard Drainage Policies

City of Wichita, Kansas 1 & 2 Family Subdivision Lot Grading Plan Certification

Policy on Residential 1 & 2 Family Exterior Storm Drain Piping/Lines

OFFICE OF CENTRAL INSPECTION RESIDENTIAL PERMIT APPLICATION

LOCATION: _____ ZIP: _____ TAX KEY NO.: _____
 NEW ADDRESS: YES NO CONTRACTOR: _____ LICENSE NO.: _____
 OWNER: _____ ADDRESS: _____
 PHONE: _____ CITY: _____ STATE: _____ ZIP: _____ HISTORIC DISTRICT: NO YES
 HISTORIC STRUCTURE: YES NO CERTIFICATE OF APPROPRIATENESS: _____ C.U.P. DP- _____ PARCEL(S) _____
 BZA: _____ OTHER (Cov/DR): _____
 DESCRIPTION OF WORK: _____

LEGAL DESCRIPTION

LOT(S): _____ BLK: _____ ADDITION: _____
 METES & BOUNDS: YES _ NO ____ MAP NO.: _____ ZONING: ____ LOT SPLIT: L/S

TYPE OF IMPROVEMENT	FOUNDATION	COVERING – ROOF	OCCUPANCY & USE
1. NEW BUILDING	1. CONCRETE	1. WOOD	1. DWELLING, WOOD: sqft
2. ADDITION	2. CONCRETE/	2. COMPOSITION	2. DWELLING, MASONRY: sqft
3. REMODEL	BLOCK	3. METAL	3. HVAC (add #4 to 1 or 2) sqft
4. REPAIR,	3. WOOD	4. CONCRETE	4. BASEMENT, FINISHED: sqft
REPLACEMENT	4. OTHER	5. BUILT-UP	5. BASEMENT, UNFINISHED: sqft
5. WRECKING		6. OTHER	6. GAR/WD: sqft 7. GAR/MAS: sqft
6. ROOFING & SIDING	STRUCTURE-FRAME		8. PORCH: sqft 9. CARPORT: sqft
7. SWIMMING POOL	1. MASONRY	EXTERIOR WALLS	10. PAT/COV: sqft 11. BRZWY: sqft
8. SOLAR HEATING	2. STEEL	1. WOOD	12. ACC. STR: sqft
9. MOVE-IN	3. CONCRETE	2. MASONRY	13. FIREPLACE, MASONRY: #
10. PREFAB	4. WOOD	3. METAL	14. FIREPLACE, ZERO-CLEARANCE: #
	5. OTHER	4. COMPOSITION	
		5. ASBESTOS	ROOFING
PROPOSED USE		6. VINYL	15. WOOD SHINGLES: squares
1. ONE-FAMILY	ROOF	7. OTHER	16. SHAKES: squares
2. TWO-FAMILY	1. WOOD		17. COMPOSITION: squares
3. GARAGE DETACHED	2. METAL		
4. CARPORT DETACHED	3. CONCRETE	INTERIOR WALLS	SIDING
5. STORAGE SHED	4. OTHER	1. DRY-WALL	18. VINYL, STEEL, ALUMINUM: squares
6. OTHER (SPECIFY)		2. PLASTER	19. MASONITE, WOOD: squares
	FLOOR	3. MASONRY	
	1. WOOD	4. OTHER	
	2. CONCRETE		
	3. OTHER		
LOCAL FLOOD PLAIN: NO YES ELEVATION: _____ FEDERAL FLOOD PLAIN: NO YES ELEVATION: _____			OTHER PERMITS REQ'D Plumbing YES NO Electrical Mechanical
All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State or Local Law regulating construction or the performance of construction.			CONSTRUCTION METER (E/S) VALUATION: _____

APPLICANT
 SIGNATURE: _____ ADDRESS: _____
 (IMPORTANT: Complete ALL items, mark boxes where applicable)

RESIDENTIAL PLOT PLAN

ADDRESS:

PERMIT NO:

LOT(S):

BLK

OF

ZONING

REQUIRED SETBACKS: FRONT

SIDE

SIDE

REAR

Scale: 1"=40'0"
Grid: 4'0"

I certify that the above plat complies with applicable zoning setbacks and subdivision covenants and restrictions.

Signed: _____
(Applicant)

City of Wichita ELECTRICAL PERMIT APPLICATION

RESIDENTIAL ☐

COMMERCIAL ☐

STREET ADDRESS

BLDG. SUITE

ZIP CODE

SECONDARY ADDRESS

PROJECT

GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)

CONTRACTOR

LICENSE NO.

BUSINESS ADDRESS

TELEPHONE NO.

Complete All Items Where Applicable

	AUTHORIZED WORK		QTY		EA	FEE
CIRCUITS	1st. 2nd. 3rd. 4th. 5th		01		1.75	
	6th to 20 Inclusive		01		.60	
	All over 20		01		.30	
HTG APP	Heating Appliances Less Than 4500 W		02		1.75	
SPECIAL CIRCUITS AND ADDITIONS	Range or Heat	1st. 2nd. 3rd. or 4th	03		3.00	
	Device 4500 or Over	All Over 4	03		1.75	
	Clothes Dryer	1st. 2nd. 3rd. or 4th	04		3.00	
		All Over 4	04		1.75	
	Special Power Outlet or Feeder Circuit		05		3.00	
	Sign. Per Circuit		06		1.75	
	Outlets Added to Existing Circuits		07		.25	
	FIXTURES	Light Fixtures or Lampholding Devices		08		.25
MOTORS AND AIR COND.	1 HP or Less		09		1.25	
	Over 1 HP. To 10 Hp.. Inclusive		10		1.75	
	Over 10 HP. To 25 HP.. Inclusive		11		3.50	
	Over 25 HP. To 50 HP.. Inclusive		12		5.75	
	Over 50 HP.		13		12.00	
SERVICE (New/Change)	480 Volts or Less	Per Meter (100 Amps or Less)	14		2.25	
		Each Additional Amp	14		.02	
	Over 480 Volts	Each Service Entrance	15		30.00	
Miscellaneous	Construction Service (480 Volts or Less)		16		6.00	
	Construction Service (Over 480 Volts)		17		6.00	
	Other Special Wiring		18		3.00	
	Circuits – Additions or Extentions added to exisiting circuits		19		.25	
	Miscellaneous		20		.25	
	Permit Issuance Fee			1	12.00	12.00
MINIMUM FEE \$25.00			TOTAL			

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN ST.
WICHITA, KS 67202

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA

Fax No. (316) 268-4663

APPLICANT'S SIGNATURE _____ (REV. January, 2000)

City of Wichita MECHANICAL PERMIT APPLICATION

STREET ADDRESS

BLDG. SUITE

ZIP CODE

SECONDARY ADDRESS

PROJECT

GENERAL CONTRACTOR PERMIT NUMBER (If Applicable)

CONTRACTOR

LICENSE NO.

BUSINESS ADDRESS

TELEPHONE NO.

COMPLETE ALL ITEMS WHERE APPLICABLE

RESIDENTIAL

CHECK APPROPRIATE SPACES	INDICATE HP OR BTU INPUT PER UNIT	NUMBER OF UNITS INSTALLED	FEE PER UNIT	SUB TOTAL
Permit Issuance Fee		1	\$18.00	\$18.00
Forced Air Furnace M Btu/h			\$14.50	
Air Handler & Duct Work			\$14.50	
A/C HP With Coil (Remove Vent? Yes <input type="checkbox"/> No <input type="checkbox"/>) Without Coil			\$7.50	
Heater: Unit Wall Room Floor Furnace			\$10.50	
Appliance Vent Relocate/Remove/Replace: A-Coil only _____ Dryer _____ Furnace _____ Water Heater _____ Fire Place _____ Boiler _____			\$7.50	
Alterations or Addition to Any Equipment			\$7.50	

COMMERCIAL

AIR CONDITIONING			REFRIGERATION UNIT		ABSORPTION UNIT			
3 HP or Less	With Coil	Without Coil				\$7.50		
Over 3 Inc. 15 HP	With Coil	Without Coil				\$13.50		
Over 15 Inc. 30 HP	With Coil	Without Coil				\$18.00		
Over 30 Inc. 50 HP	With Coil	Without Coil				\$27.00		
Over 50 HP	With Coil	Without Coil				\$45.00		
100M or Less Btu/h	Absorption Unit					\$7.50		
Over 100M Inc. 500M Btu/h	Absorption Unit					\$13.50		
Over 500M Inc. 1,000M Btu/h	Absorption Unit					\$19.50		
Over 1,000M Inc. 1,750M Btu/h	Absorption Unit					\$27.00		
Over 1,750M Btu/h	Absorption Unit					\$45.00		
Air Handling Unit & Ducts Work						\$14.50		
Evaporative Cooler						\$9.50		
Ventilation Fan Over 500CFM Connected to a Single Duct						\$7.50		
Ventilation System						\$9.50		
Each Hood Served By a Mechanical Exhaust						\$9.50		
Boiler (Any Size)						\$7.00		
Forced Air Furnace M Btu/h						\$14.50		
Commercial Type Incinerator						\$36.00		
Any Appliance or Piece of Equipment Regulated by this Code - No Other Fee Listed						\$7.50		
Investigation fees are \$100.00 Re-Inspection fees are \$25.00							TOTAL	

Investigation fees are \$100.00 Re-Inspection fees are \$25.00

TOTAL

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN
WICHITA, KS 67202-1600

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA
Fax No. (316) 268-4663

APPLICANTS SIGNATURE _____ (REV. 10/00)

City of Wichita PLUMBING PERMIT APPLICATION

RESIDENTIAL ☐

COMMERCIAL ☐

STREET ADDRESS	BLDG.	SUITE	ZIP CODE	SECONDARY ADDRESS
PROJECT		GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)		
CONTRACTOR			LICENSE NO.	
BUSINESS ADDRESS			TELEPHONE NO.	

COMPLETE ALL ITEMS WHERE APPLICABLE

PERMIT FEES			
ITEMS	FEE PER UNIT	QTY.	AMOUNT
Waste Openings	\$3.50		
Reconnect Moved Bldg.	\$12.00		
Backflow Device	\$3.50		
Interior Rainwater Drain	\$3.50		
Gas Meter Loop / Pressure Test	\$5.00		
Gas Opening / Pressure Test	\$2.50		
Water Service New or Replacement	\$3.50		
Water Service (Per Mobil Home)	\$3.50		
Water Heater New or Replacement	\$3.50		
Lawn Sprinklers	\$9.00		
Fire Sprinklers (Valuation) 15.00 per Thousand Valuation	\$15.00		
Standpipes (Number of Risers)	\$36.00		
Miscellaneous	\$4.50		
PERMIT ISSUANCE FEE	\$18.00		\$18.00
TOTAL			

***Minimum Permit Fee \$25.00**

Investigation fees are \$100.00 Re-Inspection fees are \$25.00

Is permit involved with food preparation area or kitchen waste plumbing? Yes _____ No _____

If any remodeling of the commercial food preparation of kitchen waste plumbing facilities are subject to a permit issued by the Office of Central Inspection, the existing food service facility shall be required to install an approved, properly sized grease interceptor. Please contact the Water & Sewer Dept., Sewage Treatment Division, 529-9900, for the requirements.

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN
WICHITA, KS 67202-1600

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA

Fax No. (316) 268-4663

APPLICANTS SIGNATURE _____ (REV. 10/00)

City of Wichita SEWER PERMIT APPLICATION

SANITARY SEWER PERMIT ☐

STORM SEWER PERMIT ☐

STREET ADDRESS		BLDG.	SUITE	ZIP CODE	SECONDARY ADDRESS
<hr/>					
LEGAL DESCRIPTION	NAME OF ADDITION		LOT NUMBER		BLOCK NUMBER
<hr/>					
PROJECT		GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)			
<hr/>					
CONTRACTOR				LICENSE NO.	
<hr/>					
BUSINESS ADDRESS				TELEPHONE NO.	

MAKE CHECKS PAYABLE TO: CITY OF WICHITA

Permit Fee: \$30.00	Mail Permit To: OFFICE OF CENTRAL INSPECTION	Fax To:
Re-Inspection fees: \$25.00	CITY HALL, 7TH FLOOR	(316) 268-4663
Investigation fees: \$100.00	455 N. MAIN	
	WICHITA, KS 67202-1600	

.....
A SEPARATE PERMIT NUMBER AND FEE (\$30.00) IS REQUIRED FOR EACH OF THE FIVE CATEGORIES SELECTED BELOW:

<input type="checkbox"/>	New Connection:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Residential	<input type="checkbox"/>	Commercial	
<input type="checkbox"/>	Main Building	<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>
<input type="checkbox"/>	Off Septic	<input type="checkbox"/>	Mud & Oil Trap Incl.	Modular/Mfg. Bldg/Mobile Home
		<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Repair / Replacement:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Full Replacement (Bldg to City main)	<input type="checkbox"/>	Open cut OR	<input type="checkbox"/>
<input type="checkbox"/>	Partial Replacement (location _____)	<input type="checkbox"/>	Pipe burst	Install cleanout only
<input type="checkbox"/>	Mud & Oil Trap Incl.	<input type="checkbox"/>	Repair: (location _____)	
		<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Re-connection:	(Seal off permit required for original connection location. Check appropriate box(s) below)		
<input type="checkbox"/>	Reroute & replace existing line with new tap to City main	<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Seal Off:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Building to be wrecked	<input type="checkbox"/>	Building to be moved	<input type="checkbox"/>
<input type="checkbox"/>	Other: (Explanation) _____	<input type="checkbox"/>	Main Building	AND/OR <input type="checkbox"/>
			Accessory Building	
<input type="checkbox"/>	Grease Interceptor:	(Indicate size below)		
	No. Gallons _____	No. Tanks _____	<input type="checkbox"/>	Connect to bldg service line OR <input type="checkbox"/>
				Separate City main

AN ALLEY, STREET, CURB OR SIDEWALK CUT REQUIRES A PERMIT FROM THE PUBLIC WORKS DEPARTMENT - CALL (316) 268-4501 FOR INFORMATION

.....
AUTHORIZED PERSON'S SIGNATURE _____ DATE: _____

(ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE WORK WILL BE COMPLIED WITH. THE GRANTING OF A PERMIT DOES NOT GIVE AUTHORITY TO VIOLATE THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW REGULATING OR THE PERFORMANCE OF CONSTRUCTION.)

JOB SITE INSPECTION RECORD**1 & 2 FAMILY DWELLINGS****POST THIS CARD AT OR NEAR FRONT OF JOB SITE**

Street Address _____

Permit Number _____

**FIRST NOTICE - - THIS JOB REQUIRES BMPS PER
WICHITA CITY CODE SECTION 16.32****INSPECTOR MUST SIGN APPROPRIATE SPACE**

INSPECTION DATE	INSPECTOR	COMMENTS
Foundation _____		
Setback _____		
Footing _____		
Foundation Wall _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Concrete Floor Slabs _____		
Reinforcing _____		
Perimeter Heating _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Rough Electrical _____		Approved Ceiling Fan Boxes _____
Basement Wired for Finish <input type="checkbox"/> No <input type="checkbox"/> Yes		
Rough Plumbing _____		
Gas Piping _____		
Heating & Ventilating _____		
Fireplaces _____		

ABOVE MUST BE SIGNED BEFORE FRAME INSPECTION

Braced Wall Line _____		
Roofing _____		
Framing _____		

ABOVE MUST BE SIGNED BEFORE WALLS ARE COVERED

Insulation _____		
Drywall _____		
Electrical Service _____		

DO NOT OCCUPY PRIOR TO FINAL

Final Inspection Approval		
Electrical _____		
Building _____		
Plumbing _____		
Htg., Vent. & A/C _____		
Grading _____		

City of Wichita, Kansas

JOB SITE INSPECTION RECORD

1 & 2 FAMILY DWELLINGS

POST THIS CARD AT OR NEAR FRONT OF JOB SITE

IF LOST \$15.00 TO REPLACE

Permit Number _____

Street Address _____

Nature of Work _____

Owner _____

Contractor _____

Certificate of Occupancy

City of Wichita, Kansas

Office of Central Inspection

This Certificate issued pursuant to the requirements of Title 18 of the Code of The City of Wichita, Kansas, certifying that at the time of issuance this structure received all required inspections and to the best of our knowledge and belief was in compliance with the various ordinances of the City of Wichita regulating building construction or use. This Certificate in no way warrants or guarantees workmanship in the structure and the City of Wichita will not be liable for any noncompliance with the code.

Office of Central Inspection by _____

Date _____

SEDGWICK COUNTY/CITY OF WICHITA
BACKYARD DRAINAGE POLICIES
EFFECTIVE: January 2001

Requirements to be imposed on land developers are as follows:

1. Develop Master Drainage Plan for the subdivision with a minimum of four required grade elevations identified at each lot on the plat. Streets, storm sewer, and sanitary sewer elevations will be checked by the appropriate governmental jurisdiction to assure they are built in accordance with the engineered plans. The developer will stipulate, for each buildable lot, whether a buried basement (B), view-out (VO) or walkout (WO) basement is proposed. The four elevations to be established for each lot or home are:
 - A. Elevation of top of street curb.
 - B. Minimum elevation of top of foundation.
 - C. Minimum elevation of top of view-out wall or a walkout wall, whichever the lot is designed for.
 - D. Rear drainage swale elevations (Survey monuments to be set on grade on each lot line and flagged).

The Master Drainage Plan shall be submitted along with the final plat, a minimum of two weeks prior to consideration by the Subdivision Committee of the Metropolitan Area Planning Commission (MAPC).

2. Record Master Drainage Plan with Register of Deeds.
3. The Master Drainage Plan will provide detailed information for individual builders so that they will have all the necessary information as to the type of residences that can be built on certain lots.
4. Subdivision plats shall clearly label all easements, right-of-ways, or reserves as drainage facilities when said facilities are used as a part of the Master Drainage Plan or lot grading plan.
5. The subdivision plat shall clearly state that a drainage plan has been developed for the subdivision and that all drainage easements, right-of-ways, or reserves shall remain at the established grades and unobstructed to allow for the conveyance of storm water.
6. If the subdivision Master Drainage Plan calls for the drainage of properties by back lot line drainage swales, the minimum allowable swale slope shall be 1.0%. Flatter slopes will require the paving of the swale or the installation of underground pipe and inlets to maintain positive drainage.

Requirements to be imposed on builders are as follows:

1. Builders will be required to develop individual lot grading plans consistent with the subdivision Master Drainage Plan and to construct basement and foundation walls to comply with said plans. The objective of these requirements is to make sure that final grades can be set so that they will work in substantial compliance with the Master Drainage Plan for the lot and area. Minor variances may be allowed providing there is no negative impact on the Master Drainage Plan.
2. Builders will be required to get a verification from a surveyor after basement walls are poured and before plumbing groundwork inspection to verify that wall elevations are built in accordance with the lot grading plan. This verification can be provided by an engineer or registered surveyor and must be submitted to the appropriate building code enforcement agency in order to get the plumbing groundwork inspection. At the time the survey verification is done, the surveyor will be instructed to verify, in addition to the basement wall heights, the elevation of the rear and side lot flow line monuments, two curb elevations in front of the lot, the elevation of the top of any

manholes on the property, and the elevation of any storm drainage inlets. Builder will be required to protect and maintain rear flow line monuments during construction.

3. If a walkout, or view-out, is designated as the correct residence on a particular lot and the builder wishes to vary from it, in terms of the elevation to be built, it will be allowed. However, the builder must consult with the design engineer for the subdivision and provide proof to the code enforcement agency that has jurisdiction that the drainage requirements can still be met.

MEMORANDUM

OCI Policy Number 2001 -001, Revision #2, as Revised on 6/04/2002; first revised on 6/25/01 (Revision #1)

TO: Paul Hays, Senior Plans Examiner; Ray Sledge, Construction Inspection Supervisor/Building; Dan Leidy, Construction Inspection Supervisor/Plumbing; Taylor Levins, Building Permit Examiner; Mike Gable, Building Permit Examiner; Robin Riddel, Building Permit Examiner; Betty Roark, Administrative Aide.

FROM: Kurt A. Schroeder, Superintendent of Central Inspection

SUBJECT: New Backyard Drainage Policies and Procedures: Revised Master Drainage Plan Requirements and Building Permit and Inspection Requirements

DATE: REVISION #2 - June 4, 2002; REVISION #1 - June 25, 2001; Original - February 6, 2001

As you are aware, the City of Wichita recently adopted new Backyard Drainage Policies (see attached "Sedgwick County/City of Wichita Backyard Drainage Policies"). These policies took effect on October 5, 2000 for any new final plat considered by the Subdivision Committee of the Metropolitan Area Planning Commission on or after October 5, 2000. A copy of these new policies was distributed to you on October 4, 2000.

As you can see in the new Backyard Drainage Policies, several new requirements have been imposed on builders that obtain building permits for new buildings located in one of these newly platted areas. Outlined below in a summarized version of builder requirements:

- First, builders will be required to develop individual lot grading plans consistent with the approved subdivision Master Drainage Plan, and to construct basement and foundation walls to comply with said plans.
- Second, builders will be required to get a verification from a surveyor after basement walls are poured and before plumbing groundwork inspection to verify that all wall elevations are built in accordance with the lot grading plan. The verification can be provided by an engineer or registered surveyor and must be submitted to OCI prior to the plumbing groundwork inspection.
- If the builder wishes to vary from the Master Drainage Plan, this may be allowed after the builder has consulted with the subdivision design engineer and can submit proof to the City that the Master Drainage Plan will still work.

Effective immediately, the following procedures are to be implemented in OCI to assure that Master Drainage Plans for final subdivision plats submitted to the Subdivision Committee of the MAPC on or after October 5, 2000, are effectively enforced.

Building Permit Application Minimum Requirements (for final plats submitted for Subdivision Committee Review on or after 10/5/2000):

The site plan submitted by the builder shall indicate the following minimums as related to drainage of elevations:

- An indication as to whether or not the proposed building will have a buried basement (B), a view-out basement (VO), or walk-out basement (WO). The site plan should also indicate the minimum elevation of the top of the proposed view-out or walk-out wall, whichever the lot was designed to accommodate. The permit writer shall indicate the type of structure on the 4th screen of the Building Permit Case in Tidemark in the data element called "Type" ("No Opening" for buried basement or B, "View-Out" for view-out or VO, or "Walk-Out" for walkout or WO).
- The minimum elevation of the top of foundation.
- The elevation of the top of the street curb from the Master Drainage Plan or from a revised and City-approved "as-built" elevation.
- The elevation of any rear and side lot line drainage flow monuments.
- The elevation of any storm drainage inlets on the property or in the City ROW in front of the lot.
- An indication of whether or not there is a sewer manhole on site, a general indication of where the manhole is located on the site, and the elevation of the top of the manhole on the site. The permit writer shall also indicate whether or not there is a sewer manhole on site by entering "Yes" or "No" in the data element called "Sewer Manhole on Site" on the 2nd screen of the Tidemark Building Permit Case.
- If the proposed elevations and/or type of basement allowed is to be different than that allowed by the Master Drainage Plan, this is to be noted in the case "Description" after approval of such change is received from the City Subdivision Engineer or Storm Water Utility Engineer.
- There is a new Tidemark Activity called "Drainage Survey Required". This activity should be added to the building permit case by opening the activities item, clicking "Add" on the toolbar, and then by selecting this activity. When adding the activity, the permit writer should select "OK" rather than "Sign-Off" so that "Date 3" remains empty. "Sign-Off" of this activity should occur when the required survey is submitted. This activity, when not "signed off" will not allow a plumbing underground, temporary final or full final inspection to be scheduled without a manual override by a staff person.
- There has been a new data field added to the Residential Building Permit Form called "Drainage Survey Required?" (Y IN). If the "Type" field is filled in on the 4th screen of the Building Permit case in Tidemark ("Area Residential"), it will print out "Yes" or "No" in this field on the Building Permit Form and on the daily Building Inspection Report Log.

Survey Submittal Requirements:

After basement walls have been poured, and before a "220 Plumbing Groundwork" inspection is performed, the builder is required to provide the construction inspector or building permit desk verification from a surveyor (engineer or registered surveyor) to verify that elevations are in accordance with the approved master Drainage Plan for the lot and area. The survey must show/indicate at a minimum:

- The elevation of the top of the foundation, showing that the elevation as built meets or exceeds the minimum elevation required by the Master Drainage Plan.
- The elevation of the top of the view-out or walk-out wall, whichever the lot was designed for, indicating that the elevation meets or exceeds the minimum elevation required by the Master Drainage Plan.
- The elevation of the rear and side lot flow line monument, indicating that the elevations meet the requirements of the Master Drainage Plan.
- Curb elevations at two points in front of the lot, indicating that the elevations meet the requirements of the Master Drainage Plan.
- The elevation of the top of any sewer manhole on the lot.
- The elevation of any storm drainage inlets on the lot or in front of the lot, indicating that the elevations meet the requirements of the Master Drainage Plan.
- Upon submittal of the required survey, the Tidemark case parcel tag of "New 1&2 Fam Fndtn Survey Reqr'd" should be checked as "met" by OCI staff, and the date that the condition was met should be entered.
- The foundation/drainage survey should be included with the Building Permit record and microfilmed with the permit.

Exception:

In some instances, building permits may be issued prior to the installation of streets, curbs and gutters, or even before final utility main installations (for example, for model homes). In such cases, a partial survey that does not include as-built curb elevations and/or rear easement elevations may be accepted. However, after receipt and "sign-off" of the "Drainage Survey Required" activity that releases the underground plumbing inspection, the "Drainage Survey Required" activity must be re-added so that the temporary or full final C.O. inspection is held until the final survey with all required information is submitted. A second option is to not "sign off" the "Drainage Survey Required" activity, and to manually override the hold on the underground plumbing survey to schedule that inspection, noting that the final survey will be provided prior to temporary or final C.O. inspection request.

Other Information:

Also attached for your review is a listing of plats submitted to MAPD since 10/05/2000 for which a Master Drainage Plan, including all the requirements of the new Policy, should have been submitted.

CC: Ray Sledge, Construction Inspection Supervisor

CITY OF WICHITA, KANSAS
SUBDIVISION LOT GRADING PLAN CERTIFICATION
INDIVIDUAL LOT GRADING AND FOUNDATION ELEVATION COMPLIANCE

This Compliance Certificate must be completed and returned to the Office of Central Inspection (OCI), 7th Floor of City Hall, 455 N. Main Street, Wichita, Kansas 67202 upon completion of foundation wall installation and prior to completion of any required underground plumbing inspection(s) by OCI. Phone: (316) 268-4460 Fax: (316) 268-4663

NOTE: If street curbs and/or public utility easements have not been installed prior to the scheduling of an underground plumbing inspection, a compliance certificate for these items must be submitted to OCI before scheduling of a temporary or final certificate of occupancy inspection for the building.

Supporting documents or survey exhibits may be attached to this certificate.

Building Permit Number: _____

Address: _____

Legal Description: Lot(s): _____ Block: _____

 Addition: _____

Lot Owner: _____

A "Professional Land Surveyor", "Professional Engineer", or "Professional Architect", licensed by the Kansas Board of Technical Professions to practice in the State of Kansas, shall complete the following certification.

I certify that the following elevations reflect the actual site grades as compared to the grades proposed by the City-approved detailed grading plan for the subdivision.

Certifier's Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Signature: _____ **Title:** _____

Date: _____ **(SEAL)**

NOTE: A sealed site plan detailing required and as-built elevations may be attached in lieu of the below, provided all required elevations are indicated.

Building Permit No.: _____ **Address:** _____

DESCRIPTION	GRADE PER PLAN	ACTUAL GRADE
Top of Foundation:	_____	_____
Walk-out: NOTE: If lowest floor is not poured at time of survey, Please indicate so that OCI can add thickness of concrete floor to elevation indicated.	_____	_____
View-out:	_____	_____
Rear Flow Monument(s)/Markers: _____		
Location: _____	_____	_____
Location: _____	_____	_____
Side Lot Monument(s)/Marker(s): _____		
Location: _____	_____	_____
Location: _____	_____	_____
Curb (2 Locations):		
Location: _____	_____	_____
Location: _____	_____	_____
Sewer Manhole: _____		
Location: _____	_____	_____
Storm Inlet: _____		
Rear Yard: _____	_____	_____
Street Catch Basin: _____	_____	_____

Memorandum

TO: Office of Central Inspection Permit and Plan Review Staff, Building Inspection Staff, and Plumbing/Mechanical Inspection Staff;
Public Works Engineering Permit and Plan Review Staff

FROM: Kurt A. Schroeder, Superintendent of Central Inspection
Jim Armour, Interim City Engineer

SUBJECT: OCI/Public Works Engineering Policy for Residential 1 & 2 Family
Exterior Storm Drain Piping/Lines

DATE: March 31, 2004

Purpose and Scope

The purpose of this policy is to outline minimum installation guidelines and related Office of Central Inspection and/or Public Works/Engineering permitting requirements for both aboveground and underground storm water or sump pump piping/discharge for 1 & 2 family residential structures.

This Policy is developed with respect to the requirements set forth in City Code Title 10 (Streets and Sidewalks), Title 16 (Sewers, Sewage Disposal and Drains), and Title 18 (Building Code).

Policy Statement

Permits – When Not Required. City of Wichita permits are **NOT** required for the following outdoor storm water or *uncontaminated* sump pump piping/discharges for 1 & 2 family residential construction or use:

- Any drain pipe/discharge that is not placed or located within 7.5 feet of a public sidewalk.
- If no public sidewalk exists, any drain pipe/discharge that does not abut or lie within a public street right-of-way, and which is not closer than 10' to the back of any public street curb.
- Any drain pipe/discharge that is not placed or located within 5 feet of a rear private property line.
- Any drain pipe/discharge that is not placed or located within 2 feet of a side private property line and does not project discharged water across a property line.
- Any drain pipe/discharge that is not connected to a public storm sewer line, inlet or box.
- Any drain pipe/discharge that is not placed or located in a *publicly maintained* drainage way, ditch or culvert. **NOTE:** The installation of private storm drainage lines within a public easement (except to use the utility) is discouraged so as not to encumber the easement. Installation of such private drain lines, sprinkler heads, fences, flower beds, rock gardens, etc. within a public easement are subject to removal at the property owner's expense in the event a public utility repair or replacement is necessary.

Permits – When Required. City of Wichita permits shall be required for the following:

- If storm water drainpipe/discharge extends through a public street curb (sump pump pipe/discharge is not permitted), but not directly into a City storm sewer line, drain, inlet or box, a “Curb Cut Permit” must be obtained from the Public Works Engineering Office. A City of Wichita licensed cement contractor must obtain such curb cut permit that has a current fee of \$70. The contractor must submit a drawing or site plan with the request for the permit.
- If storm water drainpipe/discharge extends to and connects to a City storm line, drain, inlet or box, an OCI Storm Sewer Permit, ***issued to a licensed drain layer or plumber***, must be obtained from OCI. In this circumstance, OCI will obtain any required drawings for the permit review/issuance, and will route the permit application for appropriate reviews and approvals to Public Works Engineering and Storm Water Management staff, and will also request/obtain Compliance Certificate (as is presently done).

Because an OCI Storm Sewer Permit must be obtained in this circumstance, OCI plumbing/sewer inspection staff will inspect the piping and connection/s for installation and code compliance.

If this connection to the storm water inlet is in public right-of-way, the contractor will be required to obtain a “Dirt or Pavement Cut” permit from Public Works Engineering. The current fee for a dirt cut permit is \$35. If sidewalk or pavement is required to be removed during installation of pipe, a pavement cut permit with a current fee of \$70 is required to be obtained, and the City’s contractor will make the permanent repair with the costs being billed to the plumbing/sewer contractor.

NOTE: *This Policy affects 1 & two-family construction only. The procedures for commercial exterior storm drain piping/lines (any construction other than 1&2 family) are not affected by this Policy.*

General questions about policies/procedures for either 1&2 family construction or commercial construction may be directed to the Office of Central Inspection Sewer Desk, 268-4341.

Approved: _____
Kurt A. Schroeder
Superintendent of Central Inspection

Date: _____

Approved: _____
James Armour

Date: _____

CC: Chris Carrier, Acting Director of Public Works
Shawn Bryan, Acting Storm Water Utility Engineer

FORMS. APPLICATIONS AND POLICIES

COMMERCIAL PLAN REVIEW. CONSTRUCTION & REMODELING
(ALL PROJECTS OTHER THAN 1 & 2 FAMILY)

Office of Central Inspection City of Wichita Commercial Plan Submittal Guide
(Effective 1/1/94)

Office of Central Inspection City of Wichita Plan Submittal Information

Office of Central Inspection Valuation Substantiation Requirements

Office of Central Inspection City of Wichita Commercial Plan Review Section Submittal
Checklist

Office of Central Inspection Plan Review Checklist (used by OCI Plans Examiners)

Design Standards for Drainage of Commercial Lot

Office of Central Inspection Speculative Shell Building Acknowledgment & Conditions
for Approval Form

Office of Central Inspection Conditional Permit Checklist

Office of Central Inspection Plan Review Section Conditional Permit Request

Office of Central Inspection Plan Review Section Conditional Permit Worksheet

Office of Central Inspection Plan Review Section Conditional Permit Request/Storm

Water Quality and Erosion Control Compliance Statement

"Office of Central Inspection City of Wichita Plan Review Section Plan Submittal"
Brochure

"Office of Central Inspection City of Wichita Plan Review Section Project Plans"
Brochure

"Office of Central Inspection City of Wichita Plan Review Section Code Plan" Brochure

"Office of Central Inspection City of Wichita Plan Review Section Plan Review"
Brochure

"Office of Central Inspection City of Wichita Plan Review Section Conditional Permits"
Brochure

"Office of Central Inspection Plan Review Fire Department Policies" Statement

Public Works/Engineering "Construction of Infrastructure Improvements by Private
Contract" Brochure (water, sanitary sewer, storm water and paving)

Public Works/Traffic Engineering "Access Management Regulations" Brochure

Wichita Water & Sewer Department "Regulatory Pretreatment Information" Brochure
(remedial groundwater cleanup/discharge program and food service grease trap
requirements) and Bi-Annual Permit Renewal, Industrial Reporting Requirements,
Annual Inspection and Local Limits Allocation/Daily Maximum Limits
Summaries/Charts

TRADE PERMITS/FORMS

- City of Wichita Electrical Permit Application
- City of Wichita Mechanical Permit Application
- City of Wichita Plumbing Permit Application
- City of Wichita Sewer Permit Application with Sewer Information Sheet

Job Site Inspection Record Form - New Construction! Additions - Commercial

Job Site Inspection Record Form - Remodels & Minor Additions - Commercial

Sample Wichita Building Permit Letter of Credit (to allow project occupancy prior to
final landscaping, screening and/or parking lot striping)

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) - GUIDELINES & REVIEW POLICIES

- Office of Central Inspection City of Wichita Policy Statement/Interpretation on ADAAG (Eight Policies)
- "Office of Central Inspection Barrier Removal Substantiation Form"
- "Office of Central Inspection City of Wichita Plan Review Section ADA Parking Layout" Brochure

OFFICE OF CENTRAL INSPECTION CITY OF WICHITA

COMMERCIAL PLAN SUBMITTAL GUIDE

EFFECTIVE DATE: April 1, 2005

The City's Building Permit System exists to safeguard the life, health, property and welfare of the public through building project plan review, licensing of contractors, issuance of building permits, and completion of building construction/remodeling inspections.

This guide is an effort to help you understand the four major steps in the commercial building project plan review and building permitting process (for any project other than 1 & two family residential).

How to contact us:

In person: Central Inspection, 455 N. Main, 7th floor, City Hall, Wichita, Kansas 67202

Phone: (316) 268-4477 or 1-800-591-0938 when not in Wichita, or

Fax: (316) 268-4663 (268-HOME), or

E-mail: firstnameinitial.thenlastname@plansexaminer@wichita.gov

City of Wichita web page: www.wichita.gov - The "Office of Central Inspection" is listed and can be selected under "City Agencies".

I. Step One: Preliminary Project/Plan Review

Preliminary project/plan reviews benefit everyone by minimizing problems in the project/plan review process and by expediting project plan review and building permit approval. Preliminary reviews can be completed either in the Central Inspection office with preliminary or conceptual drawings, or through an on-site inspection at a project location.

A. Scheduling of a Preliminary Project/Plan Review:

1. There is no charge to the applicant, unless an on-site preliminary project review (see below under "B") is conducted.
2. Preliminary reviews must be pre-scheduled; Contact either:
 - a. The Development Assistance Center at (316) 268-4371; or
 - b. The Commercial Plans Examination Section at (316) 268-4477; or
 - c. E-mailing the Office of Central Inspection staff member at: first name initial, then last name @ Wichita.govNote: If you have a disability that may require special assistance, please indicate such so that appropriate arrangements can be made.
3. Preliminary project/plan reviews are generally to be scheduled between the hours of 9-11 a.m. and 2-4 p.m. on Monday, Wednesday or Friday, and at any time during regular business hours on Tuesday & Thursday.
4. At a minimum, conceptual plans or drawings are required. Central Inspection will keep one copy for future reference.
5. Any or all of the following people may attend the preliminary review:
 - a. Owner or owner's representative(s)
 - b. Contractor
 - c. Architect
 - d. Plans Examiner assigned to the project
 - e. Fire Prevention staff
 - f. Relevant personnel from other departments

B. Preliminary On-Site Reviews:

1. When the project involves an existing building, and plans are not available, on-site reviews can be performed.
2. A thirty-dollar (\$30) per hour fee (minimum charge one-half hour) may be charged for all on-site preliminary project reviews.

II. Step Two: Project/Plan Submittal:

Plan submittal is a crucial step in the plan review process. Good plans with complete information help to expedite the plan review process by avoiding delays caused by lack of required information.

A. When is an Architect or Engineer required?

Kansas State law requires that virtually all project plans/drawings be sealed by a design professional licensed in the state of Kansas. For exceptions, refer to "Architect/Engineer Seal" policy as published by Central Inspection. In most instances, architects and engineers will not be allowed to seal drawings outside of their professional discipline/training.

B. "Plan Submittal Information" Sheet:

The form provides contact information (name, address & phone number) so that proper notification of the project review can occur. In addition, basic area and occupancy information is obtained.

1. Format as supplied by Central Inspection, and included with this guide, must be used.
2. Required for all projects.

C. Project Valuation and Fees:

Project valuation shall be based on the total construction cost for the work covered by or included in the submitted project plans, including all finish work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing/protection systems and/or any other permanent equipment.

Anyone of the following methods can be used in calculating the project valuation.

1. Construction contract or price verification signed and dated by the owner (Price Verification Form available from Central Inspection).
2. Contractor's estimate: Provide an itemized valuation of the work to be done including any plumbing, mechanical and electrical work involved. The estimate shall be signed and dated by the owner.
3. Building Valuation Tables.
4. Donated Labor: If material only price is supplied, labor will be assumed to be equal to material in order to establish a total valuation.

On multiple building projects, a separate project valuation must be submitted for each building.

Payment of a project/plan review fee is required at the time that the project plans are submitted and logged into the Office of Central Inspection for review. If it is known that a conditional permit or fast track/progress prints project plan review is desired, this request should be made known at the time of project plans submittal and log-in, and the appropriate additional fees paid (see PSG section IV).

D. Plans:

Three (3) complete sets of plans plus three (3) additional site utility/drainage plans and one (1) set of specifications (if available) will be required to be submitted. See PSG section II-D.3 for specific requirements for site utility plans (drainage plan shall specify the total impervious area of the site). This will allow for a conditional, not fully-approved permit set of drawings for the job site (if a conditional permit is requested and issued), issuance of a full approved and final set of drawings with the full building permit for use and display on the job site, and a full approved and final set of drawings to be retained by the City. If additional approved sets of drawings are required by the owner, contractor or architect, such additional sets of drawings may be submitted. Specialty drawings shall be submitted in the quantities as follows:

1. Tenant Lease plan: two copies shall be provided on all new multi-tenant buildings - for addressing purposes.
2. Landscape plans: four copies minimum; seven copies if the site is located in a Community Unit Plan or a Planned Unit Development. Plans shall be submitted to the Planning Department for review and approval.
3. Fire alarm and/or smoke detection plans: five copies minimum. Plans shall be submitted to the System Specialist, Wichita Fire Department for review and approval.
4. Fire sprinkler plans: three copies minimum. Plans shall be submitted to the System Specialist, Wichita Fire Department for review and approval.
5. Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): three plans minimum. Plans shall be submitted to Central Inspection for review and approval.

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and to show in sufficient detail that all work will conform to the provisions of adopted City codes and all relevant laws, ordinances, rules and regulations. The following is a list of required information:

NOTE: Every building permit project will not involve every feature listed, but the applicant should at least check to verify which items apply. These guidelines do not constitute all codes or all project requirements, but do represent information most frequently required. The applicant is still responsible for code compliance, even though the information may not be on this list.

1. Project Plans - General:

- a. All drawings shall be legible, drawn to scale and dimensioned, minimum sheet sizes of 18 inches by 24 inches is recommended, however smaller sheets may be accepted if legible. The
- b. complete plans shall be certified (sealed) in conformance with the Kansas State Statute governing licensure of Architects and Engineers. See also: "Architect/Engineer Seal policy" issued by the Office of Central Inspection.
- c. Number of employees anticipated during the largest working shift.
- d. Number of seats if assembly use.
- e. Number of dwelling units, hotel/motel rooms or housekeeping units in Group R Occupancies.
- f. Number of students/teachers if school or day-care.
- g. Number of off-street parking spaces.
- h. The Engineer in responsible charge of the structural design work shall include in the construction documents the following:
 1. Special inspections required by Chapter 17 of the International Building Code.
 2. Other structural inspections required by the Engineer.

2. Site Plan:

- a. Complete legal description including the property control number (Contact the Sedgwick County Register of Deeds at (316) 383-7511 for information on real estate records).
- b. arrow
- c. Existing site conditions
 1. Property boundaries and dimensions
 2. Existing structures and dimensions, distance from boundaries and other structures
 3. Location and dimension of utility easements and building setbacks
 4. Location of all utilities: sanitary sewer, storm sewer, water lines, electric, phone, gas, etc. See also PSG section II-D.3 for specific requirements.
 5. Site survey, if available.
 6. Boundary of any local or FEMA floodway or floodplain.
- d. Address of existing structures on the property.
- e. Proposed structure size, location and distance from boundaries and other structures.
- f. Location and dimension of vehicle access to the site (include all off-street parking and all new or existing approaches). Existing approaches no longer serving as vehicle access shall be closed per city specifications.

Note: The following projects require submittal of a parking plan (see "Typical Standards for Off-Street Parking" brochure for layout arrangements).

 1. New buildings
 2. Additions
 3. Change of use/occupancy or capacity
- g. Show the location of all proposed and/or existing loading docks or areas. See "Typical Standards for Off-Street Parking"- brochure for loading dock requirements.
- h. Details of accessible parking stalls, signs and ramped access.
- i. Grading plan with sufficient elevations to indicate proper drainage and conformance with the City approved drainage plan. New and existing spot elevations or contours directing site drainage to a street, paved alley, drainage easement, or storm sewer through approved means.
- j. Where construction activity disturbs one acre or more of the site, an NPDES permit shall be filed with and approved by the State of Kansas.
- k. Indicate if the property is in the local or Federal floodplain. Specify the Minimum Pad Elevation, if applicable.
 - l. Show the location of nearest fire hydrant.
- m. Existing zoning classification(s), if known.
- n. Show the location, type and height of screening fence or wall.
- o. Location of trash dumpster and associated screening.
- p. Drainage plan shall specify the total square footage of all new and existing impervious areas (roof, paving, etc.).
- q. Landscape plans, if required by the Chapter 10 of the Code of the City of Wichita (Landscape Ordinance) or if required by other land use regulations associated with the site.
- r. Location of all new and/or existing signs. Specify the height, type and size.

3. Site Utility Plans:

In order to avoid costly mistakes in the design of utility connections and drainage improvements for a proposed building, a site utility plan is required. The following information shall be shown on the plan:

a. Sanitary Sewer:

1. Show location and size of the sanitary sewer serving the site. If sewer is not currently available, show the location of the proposed sewer extension. Note: The Wichita Sedgwick County Health Department shall approve alternate methods of sewage disposal where viable access to city sewer is not available.

2. Show location and size of the building service line and the point of connection to the city sewer.
3. Show location and size of any grease interceptor and/or mud and oil separator in the service line outside of the building.
4. Show location of all storm water manhole covers on or adjacent to the site.

b. Storm Sewer:

1. Show location and size of all public storm sewer systems adjacent to the site.
2. Show location of all drainage improvements and drainage easements.
3. Show location and size of any private storm systems intended to serve the site. The point of discharge (city storm sewer, drainage easement, pond, etc.) shall be shown on the drawings. Note: If an area-way drain line or building storm line is to discharge into a pond, drainage easement or ditch, the level of entry shall be shown along with the method of erosion control which will be used.
4. Show location, size and material of all storm lines originating from the building and the point of discharge.
5. Show location and discharge source for all sump pumps.
6. Show location of all storm water manhole covers on or adjacent to the site.

Note: Any discharge from the building or any area-way drain lines 10 inches or smaller shall be approved by the Storm Water Management Office. The Storm Water Engineer will require a copy of the site utility plan and a discharge verification letter signed by the property owner for review and approval. An engineered drawing may be required as part of the approval process.

The City Engineer shall approve any discharge from the building or from areaway drain line of over 10 inches in size. Plans prepared by a Kansas licensed engineer will be required for review and approval.

C. Water Service Requirements:

1. Show location, size and type of water main serving the site. Information on city water mains is available through the Water Department System Planning Division at 268-4555.
2. Show location, size and type of building water service, fire service and/or lawn sprinkler service proposed.
3. Show location and size of all water meters and/or vaults (vaults required for meters of 2 inches or larger).
4. The building service line shall not cross over or into a public utility easement or road right-of-ways.
5. The property owner is responsible for providing vaults for fire services and meters larger than 1 inch and the installation of such. The vault shall be placed on private property adjacent to the street or easement in an unpaved area. Vault specifications are available for the Water System Planning Division.
6. Tap fees and associated costs are available from the Water System Planning Division.

Note: The Water Department installs meter boxes for service lines having a maximum size of 1 inch. If a project requires a water meter larger than 2 inches and/or fire service line, then a water plan prepared by a Kansas licensed Engineer is required and shall be submitted for review and approval by the City Engineer (phone # (316) 268-4632).

4. Code Sheet:

A code sheet provides an analysis by the design professional of life safety issues associated with the proposed construction project. This information is essential to the plan review process, so that proper classification of the project is achieved. Proper project classification will tend to expedite the review process and limit requests for information and/or plan revisions associated with misclassification.

A code sheet is required for new construction, additions and change of occupancies. Information shall include (see-attached example):

- a. A schematic drawing showing proposed use(s) and occupancy group(s) with associated square footage of areas.
- b. Specify construction type and show allowable area calculations
- c. Show location(s) and rating of area and occupancy separation walls, if any.
- d. Show location of all required exits.
- e. Show location(s) and rating of corridors, exit enclosures, exit passageways, horizontal exits, if any.

5. Architectural Plans:

- a. Index sheet.
- b. Proposed floor plan and layout of the new building or addition. The floor plan and layout of the existing building, when applicable.
- c. Floor plans of each floor should include exit paths to the public way, and convey conformance to all accessibility regulations.
- d. Floor plans shall indicate use and occupancies of all areas or rooms. Provide specific detail to adequately convey the intended use.
- e. Roof plan should provide sufficient drawings and dimensions to show conformance with the placement (setback from roof edge) and/or screening of roof-mounted equipment as required in the Unified Zoning Code.
- f. Interior finish schedule listing flame spread (if applicable).
- g. Door and window schedules cross-referenced to floor plans and finish hardware schedule.
- h. Sufficient cross sections, story heights and overall building heights to clarify the building conditions.
- i. Details of fire resistive system for structural frame, floors, roof, walls, interior partitions and fire assemblies. All pertinent assembly design numbers shall be specified on the drawings.
- j. Specify method of protection for all miscellaneous penetrations (membrane and through penetrations) of fire rated assemblies requiring opening protection.
- k. General notes and any details that would clarify the plans and provide complete information.
- l. Elevations - show all views, vertical dimensions, openings and materials.
- m. Construction materials shall be noted on all plans, elevations, sections and details.
- n. When work involves an addition or a remodel of an existing structure, indicate the location of the work to be done in relation to the total building. Differentiate between the existing and the new work to be done.
- o. Specify type and location of insulation.
- p. Reflected ceiling plan if not shown on the mechanical or electrical.
- q. A key plan is required for all tenant spaces within multi-tenant buildings.
- r. Sufficient details to clearly show full compliance with all the provisions of the Kansas Accessibility Act.
- s. Specify location of fire and draft stops, if required.

6. Structural Plans:

- a. Structural plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas.
- b. Notes and Specifications including design loads (roof live load, wind load and exposure, snow load, floor loads, etc.).
- c. Foundation plan with sections and details cross-referenced.
- d. Floor plans indicating framing, shear walls, slab thickness, reinforcements, sections and connection details, all of which are cross-referenced.
- e. Vertical load carrying system.
- f. Lateral load resistive system.
- g. Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- h. Pre-stressed concrete schedules, profiles and details.
- i. All embedded anchoring such as anchor bolts, hold-downs and post bases, etc.
- j. An Engineer licensed to practice in the state of Kansas shall seal drawings and certification of loads for pre-engineered metal buildings or systems.

7. Plumbing Plans:

- a. Plumbing plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Plumbing Fixtures - Show all fixture numbers and locations. This is to include water closets, urinals, lavatories and drinking fountains, etc.
- c. Building Drain System - Show the under floor system of the drain waste and vent piping, specifying pipe sizes and slope. Provide riser diagram for multiple fixture elevations.
- d. Building Utilities - Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
- e. Materials - Specify all piping materials.
- f. Water System - Provide pipe sizes, water heater data and hot water system.
- g. Venting System - Show pipe sizes, size of vent through the roof and connections to building drains.
- h. Special Requirements - Show all required appurtenances such as, grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, backwater valves, and special fixtures.
- i. Provide roof drainage details including overflow drains, and riser diagrams for interior drain/rain leader systems.

8. Mechanical Plans:

- a. Mechanical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Show location(s), type, capacity and weight/support of all heating, ventilation and air condition equipment. Indicate size and location of equipment access.
- c. Show or specify wall construction where rated enclosures are required (heaters, boilers etc. over 400,000 BTU, unless within sprinklered building).
- d. Show special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression etc.
- e. Define special use of equipment in conjunction with fire or smoke control.
- f. Show appurtenances and required details such as; flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.

- g. Show all duct runs, fire and smoke dampers where applicable, gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
- h. Specify materials of installation components.
- i. The construction of the fire-resistive shaft required for Type 1 kitchen hood systems shall be clearly indicated.
- J. Detail all return air systems.

9. Electrical Plans:

- a. Electrical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Riser showing equipment amps, wire size and grounding.
- c. Available fault current.
- d. Service voltage.
- e. Service equipment short circuit amp rating.
- f. Panel location and schedules with circuit amp rating.
- g. Plan showing all fixtures, equipment and circuits.
- h. Wiring method.
- i. Symbol list.
- J. Specify wire as copper or aluminum and insulation type.
- k. Service grounding wire size.
- 1. Show location of required illuminated exits signs and emergency lighting (battery back-up or on-site generator) for exit illumination.

E. Specialty Submittal Guidelines:

For occupancies with Special Requirements, refer to the special submittal guidelines. Examples include the following:

- 1. Hazardous occupancy submittal guidelines.
- 2. Child day care centers.
- 3. Adult day care centers.
- 4. Group home.
- 5. Landscaping Ordinance

III. Step Three: Project/Plan Review

The Office of Central Inspection Commercial Plan Review section has primary responsibility for coordinating the project/plan review process. The Plans Review/Examination Section will review all project plans for code compliance.

A. The following City personnel may be involved in the review of the project plans.

- 1. Building Plans Examiner, Central Inspection
- 2. Fire Prevention Office of the Wichita Fire Department Engineering
- 3. Division of the Public Works Department Wichita/Sedgwick County
- 4. Health Department
- 5. Wichita Water & Sewer Department
- 6. Wichita/Sedgwick County Metropolitan Area Planning Department
- 7. Other agencies as necessary

B. Project Plans will be reviewed for compliance with the following Codes.

1. International Building Code, as amended
2. International Fire Code, as amended
3. International Mechanical Code, as amended
4. Uniform Plumbing Code, as amended
5. National Electrical Code, as amended
6. Wichita-Sedgwick County Unified Zoning Code
7. Wichita-Sedgwick County Subdivision Regulations
8. Code of the City of Wichita
9. Life Safety Code (if not addressed in the International Building Code)
10. Kansas Accessibility Act which includes adoption of The Americans with Disabilities Act
11. Fair Housing Act (ADA)

C. Projected Project/Plan Review Time:

The time required to review plans can vary greatly. Factors that will have a direct impact on the review time include completeness of drawings, the number of plans in Central Inspection for review, size of job to be reviewed, type of work involved, etc. Central Inspection has set the following guidelines for anticipated review times (assignment date is the last business day in the week):

1. Priority Review: Valuation of \$25,000 or less.
 - a. 3 business-days or less from the application date
2. "A" Category Projects: Valuation between \$25,001 to \$75,000.
 - a. 7 calendar days or less from the application date
3. "B" Category Projects: Valuation between \$75,001 to \$250,000
 - a. 12 calendar days or less from the assignment date.
4. "C" Category Projects: Valuation between \$250,001 to \$2,500,000
 - a. 18 calendar days or less from the assignment date
5. "D" Category Projects: Valuation over \$2,500,000
 - a. 25 calendar days or less from the assignment date

Remember these are only guidelines; review time may vary from time to time depending on the current backlog.

D. Completion of Project/Plan Review:

When the project plan review is complete, the plans will either be stamped approved and ready for a permit, or will require changes prior to plans approval and permit issuance. When submitted project plans require changes or revisions prior to plans approval and permit issuance; the Plans Examiner will issue a Project/Plan Review Write-up, which will detail the changes required for issuance of a building permit. If addresses are available, write-ups will be sent to the architect, contractor and project owner. If any major faults are found during the review, the Plans Examiner will attempt to contact the architect or contractor by phone to inform them of the problem.

When the Project/Plan Review write-up has been issued, the project is placed on hold, **and no further work will be done until the requested revised information or drawings are received.**

E. Project Plan Revisions:

All project/plan revisions that are required by the project/plan review write-up to be made before issuance of a building permit must be submitted by the original project plan designers (architect and/or engineers of record). When the revised project plans are submitted for re-review, they will receive priority over other newly submitted project plans. The Plans Examiner will review the submitted changes and plan revisions. If the changes and revisions are approved by the Plans Examiner, the plans will then be released for issuance of a building permit.

The time required to review revisions can vary greatly. Factors that will have a direct impact on the project/plan revisions review time include the quality and completeness of the revised drawings, the number of other pending project plans or revisions that are under review by Central Inspection Plans Examiners, the size or extent of project/plan revisions, the type of work involved, etc. Central Inspection has set the following guidelines for anticipated *revised* project/plan review times. *Revised* project/plan target review times are generally about one half of the initial project/plan submission review target review times.

1. Priority Review Projects:
 - a. 01 business day from the submittal date
2. "A" Category Projects: Valuation between \$25,001 to \$75,000.
 - a. 4 calendar days or less from the submittal date
3. "B" Category Projects: Valuation between \$75,001 to \$250,000.
 - a. 6 calendar days or less from the submittal date.
4. "C" Category Projects: Valuation between \$250,001 to \$2,500,000
 - a. 9 calendar days or less from the submittal date
5. "D" Category Projects: Valuation over \$2,500,000
 - a. 13 calendar days or less from the submittal date

F. Board of Code Standards and Appeals:

All applicants for building permits have the right to take an appeal before the Board of Code Standards and Appeals for review. The Board has the power to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the International Building Code.

The Board does not have the authority to waive any requirements of the Code.

G. Expiration of Project Plan Review:

Plan reviews are only valid for 180 days from the day the initial plans were submitted. One extension of 180 days can be approved upon receipt of a written request. If the original project/plan submittal and review expires, a new plan review fee will be charged to initiate another or further project/plan review.

IV. Step Four: Building Permit Issuance

A. Several types of project building permits are available:

1. Conditional permit with progress prints/plans ("fast track projects"):

- a. Allowed when construction needs to begin prior to completion of a full set of architectural plans and drawings
- b. Allowed for new buildings or additions only
- c. An additional 50% of the base plan review fee is charged for progress prints/plans review
- d. The drawings needed to obtain a conditional/progress permit include all site plans, footing and foundation plans, or any other information needed per the progress or partial permit request
- e. A conditional permit request form must be submitted
- h. Conditional/progress print permit requests will be reviewed within five (5) business days from assignment, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

2. Conditional permit with full plans:

- a. Allowed when construction needs to begin prior to full project plan review is completed, or before required plan revisions are submitted, as required by a project/plan review write-up, for a full building permit
- b. Allowed for new building or additions only
- c. An additional 25% of the base plan review fee is charged (minimum of \$50.00) - such additional fee is not charged if the initial plan/project review target review date is exceeded by the Plans Examiner
- d. A full and complete set of project plans are required to obtain a conditional permit
- e. A conditional permit request form must be submitted
- f. Conditional permit requests will be reviewed within five (5) business days from assignment, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

3. Full permit:

- a. When construction does not begin until a full permit is issued
- b. Issued for any project
- c. There are no additional fees are charged
- d. A full set of plans is required
- 1. Issued only after the project plans are approved by Plans Examination staff

B. Approved plans made ready for permit:

- 1. Central Inspection will notify the project owner, the project architect and/or the project contractor (if known) by phone when the plans have been approved and the permit is ready to be picked up.

C. Licensed contractor required:

- 1. All commercial construction building permits require a Wichita-licensed commercial contractor, unless otherwise exempted by Title 18 of the Code of the City of Wichita.
- 2. To find out if a contractor holds a current City of Wichita license, call Central Inspection at 268-4413.
- 3. A Wichita-licensed contractor or contractor's designated representative, or another person holding written authorization from the licensed contractor is the only person who can pick up the permit.

D. Picking up the Building Permit:

Any person identified in **Item C** above may obtain the project building permit, along with the Office of Central Inspection stamped and approved project plans, at the Office of Central Inspection permit desk/document control counter, after all required plan review and building permit fees have been paid.

E. Revisions to project plans after permit issuance:

1. If during project construction certain design or installation changes are made that affect exiting, wall configurations, structural elements, or mechanical, plumbing, electrical and/or fire protection systems, revised project plans must be submitted to Central Inspection for review and approval. If the original plans were sealed by a licensed architect and/or engineer, the revised plans must also be sealed, with the revised plan/drawing date noted.
2. A fee of \$30/hr. may be charged for these additional reviews.

OFFICE OF CENTRAL INSPECTION CITY OF WICHITA
PLAN SUBMITTAL INFORMATION
1-1-94

GENERAL INFORMATION:

Project Name: _____ Valuation: _____
Address: _____ Bldg: _____ Suite: _____
Zip Code: _____ - _____ Tax Key No: _____ - _____ - _____ Project No: _____ - _____

Legal Description: _____

Applicant: _____ Phone: (____) ____ - _____
Address: _____ Bldg: _____ Suite: _____
City: _____ State: _____ Zip: _____ - _____

Contractor: _____ Phone: (____) ____ - _____ Licence No: _____
Address: _____ Bldg: _____ Suite: _____
City: _____ State: _____ Zip: _____ - _____

Architect: _____ Phone: (____) ____ - _____ Licence No: _____
Address: _____ Bldg: _____ Suite: _____
City: _____ State: _____ Zip: _____ - _____

Property Owner : (last) _____ (first) _____ (m) _____
Address: _____ Bldg: _____ Suite: _____
City: _____ State: _____ Zip: _____ - _____ Phone: (____) ____ - _____

Project Owner or Contact: (last) _____ (first) _____ (m) _____
Company: _____
Address: _____ Bldg: _____ Suite: _____
City: _____ State: _____ Zip: _____ - _____ Phone: (____) ____ - _____

Special Inspections Required: _____
Special Inspection Agency: _____ Address: _____ Contact: _____ Phone: _____
_____ (____) ____ - _____

Parcel Size: _____ sq. ft. Impervious area: _____ sq. ft.

No. of Stories: _____ Height of Building: _____
Occupancy Group: _____ Construction Type: _____

Allowable Area Calculations:	Building Area:	Required Parking:
Basic Allowable Area: _____	Basement: _____	Required: _____
Open Sides Increase : _____	1st: _____	Shown: _____
Sprinkler Increase : _____	2nd: _____	Accessible: _____
Total: _____	Other: _____	Loading: _____
	Total: _____	

Description of Work: _____

Preliminary review has been done: Yes _____ No _____
Plans Examiner: _____ Date: _____

OFFICE OF CENTRAL INSPECTION
268-4477 (FAX: 268-4663)
CITY OF WICHITA

VALUATION SUBSTANTIATION REQUIREMENTS

All project valuations accepted for fee calculation must be in accordance with Section II-C of the Plan Submittal Guide. Three options are available for determination of the project valuation, they are:

- a) Construction contract or price verification signed and dated by the owner.
- b) Contractor's estimate: Provide an itemized valuation of the work to be done including any plumbing, mechanical and electrical work involved. The estimate shall be signed and dated by the owner.
- c) Building Valuation Tables.

Project valuation shall be based on the total construction work for which the permit application is for, as well as all finish work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and any other permanent equipment.

PRICE VERIFICATION FORM (for use in lieu of submitting a copy of the contract price)

ADDRESS: _____ PROJECT NUMBER: _____

PROJECT: _____

CONTRACT PRICE:

BUILDING: \$ _____ ELECTRICAL: \$ _____

PLUMBING: \$ _____ MECHANICAL: \$ _____

OTHER (SPECIFY) _____ \$ _____

TOTAL VALUATION: _____

COMMENTS: _____

I ACKNOWLEDGE THAT THE VALUATION NOTED ABOVE REFLECTS A TRUE STATEMENT OF CONSTRUCTION COSTS FOR THE PROJECT SPECIFIED.

QUALIFIED PERSON: SIGN & PRINT NAME DATE

CONSTRUCTION FIRM

OWNER: SIGN & PRINT NAME DATE

01/96PH

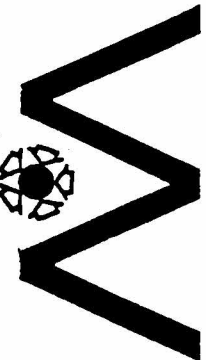
OFFICE OF CENTRAL INSPECTION City of Wichita

Commercial Plan Review Section

SUBMITTAL CHECKLIST

Project Name: _____ Project # : _____

Address: _____ Date: _____

 THE CITY OF WICHITA OFFICE OF CENTRAL INSPECTION CITY HALL - SEVENTH FLOOR 445 NORTH MAIN STREET WICHITA, KANSAS 67202		Contract Price	Arch./Eng. Seal	Submittal Info. Form	Number of Plans (3)	Number of Separate Site Plans (3)	Number of Specifications (1)	Site Plan/Key Plan/Location Plan	Legal description	Impervious area	Fire Hydrant	Dimensions to Property Lines	North Arrow	Approaches	Adjacent Streets	Parking Lot Layout	Accessible Parking Stalls	Utility locations (water/sewer)	Grading Plan	Foundation Plan	Structural Plans	Design Loads (roof/wind speed/exposure)	Floor plan (use of all rooms called out)	Elevations	Roof Plan	Details/Sections	Restroom elevations	Door Schedule	Hardware Schedule	Finish Schedule	Hazardous Materials List	Electrical Plans	Mechanical Plans	Plumbing Plans
New Construction																																		
Additions																																		
Remodels																																		
Change of Occupancy																																		
Parking Lot New/Additions																																		
Utility Struct. New/Addition																																		

Note: The plans, specifications, details and/or documents required in this checklist are identified as needed for common projects in each of the categories listed above. Specific circumstances associated with each project may require additional information whether or not noted herein. The Uniform Building Code requires that all plans, specifications and construction documents shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations.

OFFICE OF CENTRAL INSPECTION

PLAN REVIEW CHECKLIST

(Rev. 12-1-04)

PROJECT NAME _____

PROJECT ADDRESS _____

PROJECT NUMBER _____

APPLICABLE CONSTRUCTION CODES OF THE CITY OF WICHITA:

- *2000 International Building Code .
- *2002 National Electrical Code .
- *2000 Uniform Plumbing Code.
- *2000 International Mechanical Code.
- *2000 International Fire Code.
- *Americans with Disabilities Act.
- *Unified Zoning Code.
- *Fair Housing Act.
- *Wichita Existing Buildings Rehab and Change of Use Code.
- *Landscape Ordinance.
- *Code of the City of Wichita.

GENERAL:

- _____ **Plan Submittal Information** - Verify that the applicant has provided the completed plan submittal information sheet.
- _____ **Additional Site Plans** - Verify that the applicant has submitted the required number of site plans to cover all those required for the following:
 - _____ **Impervious area** - Verify that this plan includes the necessary calculations for impervious areas. Place the site plan in the bottom drawer of the file cabinet at the commercial permit desk.
 - _____ **Sewer Maintenance**- Copies for Sewer Clerk use.
- _____ **Location / Key plan** - Verify that the plans have a location/key plan to adequately convey the location on the work to be done.
- _____ **Address** - Verify that the proper address and/or suite number will be located on the building.
- _____ **Architect / Engineer Seal** - Verify that the plans bear the seal of a Kansas licensed Architect or Engineer. Verify that the appropriate Engineer seals structural, electrical, mechanical, and plumbing plans. The seals must be signed and dated.

SITE REVIEW:

- _____ **Zoning** - Verify that the zoning is proper for the proposed use.
- _____ **Supplemental use regulations**- Check these regulations for applicability.
- _____ **Distancing Requirements**- Verify required distance requirements for carwashes, liquor stores, DE, taverns, escort, night clubs, etc.
- _____ **Fencing**- Verify City Code requirements for fencing around outdoor drinking areas.
- _____ **Subdivision** - Verify that the subdivision regulations are complied with.
 - _____ **Certificate of land** - If required, the owner shall provide the required letter.
 - _____ **30% increase** - Verify that the new building does not exceed 30% of the floor prior to the dates shown in the subdivision regulations, or verify that a valid recorded plat exists.
 - _____ **Lot Split** - Verify that the property has an approved lot split if required.
 - _____ **Boundary Shift** - Verify that a boundary shift has been approved if required.
 - _____ **Platting** - Verify that new plats are approved and recorded.
- _____ **Historic** - Verify that the project is not listed as a historic structure, is not in a historic district or within 500 feet of an historic structure, and not within the Old Town overlay. Planning Department approval is required for projects in these areas.
 - _____ Verify the structure's exterior and/or interior is not protected.
- _____ **Delano Overlay district**. Verify that the project complies with these special districts.
- _____ **Drainage** - Verify that the site drainage meets the drainage policy of Engineering including the following:
 - _____ On site drainage required for sites where storm water drainage systems are available.

- ___ On site drainage required for car washes.
- ___ No site drainage to an unpaved alley.
- ___ No site drainage over public or adjoining properties.
- ___ No site drainage through surface flumes to streets.
- ___ Verify if an approved drainage plan exists with the plat.
- ___ Deeter curb drain compliance with Public Works policy.

___ **Storm Water Utility** - Verify if the project is required to be forwarded to Storm Water Utility for approval. If approval is required, a site plan and "Storm Water Quality Compliance Statement" is required from the owner, addressed to the storm water Engineer and forwarded to the Sewer Clerk for processing.

___ **Curb Cuts** - Verify that curb cuts and approaches are in the proper location and meet the design requirements of the City of Wichita.

___ **Access Management policy-** Verify that new/existing drive approaches meet these standards.

___ **Approaches not in this jurisdiction-** Check for approaches to County roads, or roads Stated owned (Broadway from 47th, south. On 47th from 235 to Broadway). Also Kellogg.

___ **NPDES** - Verify that the contractor has submitted a copy of the state NPDES permit approval for sites with one or more acre of disturbed ground.

___ **Best Management Practices** - Verify that "Best Management Practices" statement is included in the write-up for projects that have any ground disturbed.

___ **Flood Plain** - Verify that the project is not in any of the following areas:

- ___ Local flood plain. (see plat).
- ___ Federal flood plain.
- ___ Federal flood way.
- ___ Ponding area.

___ **Kellogg Highway Project** - Verify that the project is not in the property acquisition area for the Kellogg highway project. Forward the project to Public Works for approval.

___ **Landscaping** - Verify if the project falls under the requirements of the Landscape ordinance, and that the site plan will allow placement of landscaping as shown on the approved landscape plan.

- ___ CUP - Verify the applicable landscape requirements of the CUP.
- ___ Landscape ordinance.
- ___ Required residential landscape buffer.

___ Verify that valuations and areas of additions and remodels do not exceed that which would require compliance for existing structures (see Unified Zoning Code).

___ **Setbacks** - Verify that the required zoning, platted and CUP/PUD/PO setbacks are met.

- ___ Footings and eaves cannot extend over the property line, or into easements.
- ___ Verify that no traffic site obstructions are created.
- ___ Verify that all features of the plat or lot split are shown on the site plan.
- ___ Verify other items do not encroach into any easements.

___ **Site Utility Plan** - Verify that a site utility plan has been submitted for new buildings and additions.

- ___ Verify building has only one electrical service or meets 2002 National Electrical Code exceptions.
- ___ Verify gas service does not extend under any portion of the building.

___ **Compatibility Setbacks** - Verify that all zoning compatibility setbacks and heights from residentially zoned property are met.

___ **CUP** - Verify the existence of a CUP and verify that all of the provisions of the CUP are met.

___ **CUP adjustments.** Verify that the CUP has been adjusted for lot splits, approach vacations, setbacks, etc.

___ **Protective overlay-PUD-DR-CU-BZA-** Verify the existence of these and all requirements of them.

___ **Screening** - Verify that the following requirements for screening are met:

- ___ Parking lot.
- ___ From residentially zoned property.
- ___ Roof top units.
- ___ Trash enclosures.
- ___ Loading docks.

___ **Site Lighting** - Verify that the site lighting meet the zoning requirements from residentially zoned property.

___ **Airport Hazard overlay**

- ___ McConnell overlay.
- ___ Airport height map for aeronautical study.
- ___ Airport hazard map.

___ **Parking** - Verify that the parking meets all of the Provisions of the City Parking Standards.

- ___ Additions: greater than 10% of the existing floor area. (See Unified Zoning Code).
- ___ Remodel: greater that 50% of existing valuation. (See Unified Zoning Code).
- ___ Number of required stalls.
- ___ Size of stalls.

- ___ Size of circulation aisles.
- ___ Loading dock location, dimensions and maneuvering space.
- ___ Is parking allowed in the setbacks?
- ___ Are parking barriers required at the property lines?
- ___ Verify adequate vehicle queuing spaces where applicable.
- ___ Verify that off site parking is located within 600 feet.
- ___ Loading space requirements.

___ **Signs** - If the project indicates installing a sign, include in the write up that a separate permit will be required prior to installing the sign.

___ **Sanitary Sewer Review** - Verify that there is sewer available for the site and whether there will be any equity fees assessed. Verify that no construction will encroach into any sewer easements over any public sewer lines.

___ **Sewer Books-** Look up site in both sanitary and storm sewer books and Geozone to assure no lines are being built over and verify easements.

BUILDING REQUIREMENTS:

___ **Wichita Code for Existing Buildings applicable?** Review for these requirements/allowances.

___ **Building Area** - Verify that the building is within the allowable square footage for the proposed use and type of construction.

- ___ Total allowable square feet.
- ___ Actual square feet per floor.
- ___ Mixed ratio calculations.
- ___ Assumed property line. 503.1.3.

___ **Area Separation walls (fire walls 705)** - Verify that any area separation (fire walls) comply with the code for the following:

- ___ Correct hour rating.
- ___ Termination.
- ___ Width of openings.
- ___ Opening protection. 714
- ___ Duct penetrations /dampers.
- ___ Horizontal projecting elements.
- ___ Buildings of different heights.
- ___ Misc. penetrations.
- ___ Approved design details.
- ___ Structural independence

___ **Occupancy Separation (fire barrier walls 706/horizontal assemblies 710)** - Verify if any occupancy separation/fire barrier walls are required and that the code requirements for the following are met:

- ___ Correct hour rating.
- ___ Terminations.
- ___ Width of openings as applicable.
- ___ Opening protection. 714
- ___ Duct penetrations /dampers.
- ___ Misc. penetrations.
- ___ Approved design details.
- ___ rated support for assemblies.
- ___ Non-separated use apply?

___ **Dwelling unit separation-310.3 (fire partitions 708 or horizontal assemblies 710)**

___ **Incidental Use Separations. (fire barrier 706).**

___ **Fire barrier/fire partition window requirements 714.3.6**

___ **Type of Construction** - Verify that all details reflect the required type of building construction.

- ___ Interior wall schedule.
- ___ Treated wood where required.

___ **Under floor Areas** - Verify the requirements for under floor areas are met.

- ___ Earth to wood clearances.
- ___ Crawl space ventilation.
- ___ Crawl space access opening.

___ **Height and Number of Stories** - Verify that the height and number of stories meet the building code and zoning code requirements.

___ **Proposed Use and Occupancy Classifications** - Verify the proposed use so that the building can accurately be classed into one of the Occupancy classifications.

- ___ Mixed occupancy.

___ Occupancy separations.

___ Boiler room separation requirement.

___ **Specific Occupancy Requirements** - Review the specific occupancy requirements to verify that all requirements are met.

___ **Change In Use or Occupancy Class** - Verify if any change in use or occupancy has occurred and that all code requirements are met for this new use, including rehabilitation code requirements.

___ **Exiting** - Verify that all the provisions of the exiting requirements have been met:

___ Number of exits.

___ Required exit width.

___ Minimum exit separation.

___ Maximum travel distance.

___ Exits through adjoining rooms.

___ Horizontal exits.

___ Verify that omission of any one exit will not reduce required exit capacity to less than 50%.

___ Changes in floor elevation.

___ Common path of egress travel

___ Miscellaneous means of egress (section 1007)

___ Verify that all occupants have access to all exits.

___ Review the exiting system for any special exiting requirements based on occupancy.

___ Ceiling height.

___ **Corridors (Fire partitions 708)** - Verify that corridors and halls meet all code requirements:

___ Required width.

___ No dead-end corridors or halls. (check length to width ratio).

___ One-hour protection and misc. penetrations for corridors.

___ 20-minute doors and frames for corridors. 714

___ 45-minute windows for corridors. 714

___ No electrical panels in the corridor.

___ Smoke and fire dampers for corridors.

___ Fire partition requirements (708)

___ **Exit Passage Ways and Stair Enclosures (Fire barrier walls 706)** - Verify that exit passageways and stair enclosures meet all code requirements. No access to unoccupied areas from enclosures.

___ **Exit Doors** - Verify that all code requirements for exit doors are met:

___ Required door hardware- panic, lever, specialty.

___ Landings at doors.

___ Door swing and width.

___ **Exit Signs** - Verify placement.

___ **Emergency Lighting** - Verify spacing and location.

___ **Stairways** - Verify that the stair details reflect all code requirements:

___ Minimum width.

___ Rise / run.

___ Landings.

___ Handrails.

___ Guardrails (42 inch high, see code exceptions).

___ Barriers from basements.

___ Exterior wall and opening protection at stairs.

___ Usable space under stairs.

___ Maximum vertical rise between landings.

___ Headroom.

___ **Guards** - Verify that all elevated floor areas meet the guardrail requirements as well as open sides of stairs (42" reqd.).

___ **Egress Windows** - Verify that required egress windows meet the proper size and height.

___ **Shaft Protection** - Verify the requirements for protection at shafts for exiting, elevators, dumbwaiters, mechanical equipment, vents, clothes chutes, etc., meet all of the requirements for:

___ Required fire resistive construction.

___ Extent of enclosures.

___ Protection of openings into the shaft.

___ **Automatic Sprinkler Systems** - Verify if the building will require an automatic sprinkler system.

___ **Standpipes** - Verify if the building will require the installation of standpipes.

___ **Occupant Load** - Post the room capacity if the occupant load is over 50.

___ **Minimum Plumbing Fixtures** -

___ Verify that the minimum plumbing fixture count is provided.

- ___ Verify need for a unisex for 6 or more water closets.
- ___ Verify ADA 36" stall for more than 6 water closets (4.22.4 ADA).
- ___ Drinking fountains.

___ **Employee letter** - Request employee verification letter if necessary, stating the maximum number of employees (more than 15 employees for separate facilities).

___ **Exterior Protection -table 602-table 704.8** Verify the need for the following:

- ___ Exterior rated walls.
- ___ Rated openings.
- ___ Parapets.
- ___ Rated projections.
- ___ Vertical separation of openings 704.9/704.10.

___ **Interior Protection** - Verify that all interior rated assemblies meet the fire resistive requirements of the code.

___ **Fire Stop** - Verify the proper location for any required fire stops.

___ **Draft Stops** - Verify the proper location for any required draft stops.

___ **Smoke and Heat Vents**

___ **Design Loads and Structural Plans** - Verify that the plans show the following:

- ___ Floor load.
- ___ Roof load.
- ___ Exit facility/stair design loads.
- ___ Ground snow load
- ___ Wind and exposure loads.
- ___ Seismic design category and site class.
- ___ Verify that the footings are minimum 24 inches deep for the frost line.
- ___ Verify that adequate structural details are shown.
- ___ Sealed details for masonry screen walls.

___ **Smoke and Fire Dampers** - Verify the location and type of all required smoke and fire dampers.

___ **Veneer** - Verify that all veneer requirements are met for weather barriers and attachments.

___ **Ventilation/Exhausts**- Verify that proper ventilation and makeup air is provided to meet the requirements of the code.

- ___ Bathrooms and laundry rooms.
- ___ Parking garages.
- ___ Flammable liquid areas.
- ___ Natural Openings or mechanical cfm requirements.
- ___ Spray rooms and hazardous areas.

___ **Cooking Hoods** - Verify the need for type I or Type II hood and that proper rated shaft and construction details are shown.

- ___ Product conveying ducts - outlets and terminations.
- ___ Interlocked makeup air for exhausts.

___ **Mechanical Unit Shut Down** - Verify the air moving equipment over 2,000 cfm will be equipped with smoke detector shut down as necessary.

___ **Gas Fired Equipment Location** - Verify the gas fired equipment is not located in a prohibited location.

___ **Combustion Air** - Verify the combustion air is shown for gas burning equipment.

___ **Access to Mechanical Equipment /water heaters**- Verify that access and guardrails are provided for water heaters and mechanical equipment as required by code.

___ **Protection of equipment**- Verify that mechanical equipment located where vehicles may enter are protected from damage.

___ **Plenums** - Verify the existence and proper construction of air plenums:

- ___ Exposed finish material.
- ___ Rated corridors shall not be used as plenums except as permitted by exception. See 2000 International Mechanical Code.

___ **Returns**- Verify no return air is taken from bathrooms or kitchens.

___ **Finish Material** - Verify the proper flame spread and smoke developed rating for all required materials.

- ___ Carpet on walls.
- ___ Other textiles.
- ___ Interior floor finishes
- ___ Vertical exit, exit passage way, corridors floor finishes

___ **Restroom Finishes** - Verify that the finishes are hard, nonabsorbent materials (See IBC for exceptions).

- ___ Restroom floors.
- ___ Restroom walls.

___ **Usable Space Under The First Floor** - Verify the protection of storage space under the first floor meets the requirements of the code. (IBC chapter 4).

___ **Glazing** - Verify the location of all required safety glazing, making sure that plans specify safety glass in those areas.

___ **Elevator** - Verify that the elevator installation details meet the requirements of the elevator code and building code.

- ___ Elevator lobbies and rating.

- _____ Hoist way venting.
- _____ Elevator in Public facility (required by ADA).
- _____ Sump, pump and discharge lines (no connection permitted to sanitary or storm sewer).

_____ **Mezzanine** - Verify that the mezzanines meet all code requirements.

_____ **Roof Construction and Coverings** - Verify that roof construction meets all code requirements.

- _____ Roof drains and scuppers.
- _____ Overflow drains.
- _____ Class of roofing required.
- _____ Roof ventilation.
- _____ Skylight requirements.
- _____ Attic access.

_____ **Foam Plastic Insulation** - Verify that code requirements are met for foam plastic insulation.

_____ **Swimming Pools and spas** - Verify that any swimming pools or spas meet the code requirements.

- _____ Health department review.
- _____ Required fence.

_____ **Mud and Oil Traps** - Verify that areas inside a building where vehicles will be operated or may enter, that are equipped with floor drains, have mud and oil traps meeting City design standards.

_____ **Exterior DWV** - Verify that there are no open exterior DWV openings that connect to the sanitary sewer system.

FOOD SERVICE:

_____ **Health Department Review** - Verify that the Health Department has reviewed and approved the plans for any work involving food service establishments.

_____ **Grease Interceptors** - Verify the requirements for the installation of a grease interceptor.

FIRE:

_____ **Fire Extinguishers** - Verify that the proper fire extinguishers will be installed.

_____ **NFPA Placards** - Verify the need for NFPA placards.

_____ **Key Box** - Verify the need for the installation of a fire department Knox box.

_____ **Gate Access** - Verify gate widths, S.O.S, Knox Lock, etc.

_____ **Type I Hood Extinguishing System** - Verify that the type I hoods will be equipped with a fire suppression system and that the proper plans will be submitted to the fire department.

_____ **Fire Alarm** - Verify the need for a fire alarm and verify that the proper plans will be submitted to the Fire department.

_____ **Automatic Fire Extinguishing System** - Verify the requirements for an automatic fire extinguishing system and that proper plan will be submitted to the Fire Department.

_____ **Building Sprinkler connection** - Verify Fire Department connection is located within 150 feet of a fire hydrant.

_____ **Smoke Detectors** - Verify that smoke detectors are installed in the proper locations.

- _____ For doors.
- _____ For elevators.
- _____ In atria.
- _____ In dwelling units.
- _____ In group E occupancies.
- _____ In guest rooms.
- _____ In high-rise buildings.
- _____ In hospitals and nursing homes.

_____ **Interior Access** - Verify that the building has access openings around the perimeter of the building per code.

_____ **Exterior Fire Department Access** - Verify that the project has the required paved fire department vehicle access to within 150 of all points of the building (200 feet for a sprinkled building), and turn around areas as needed.

_____ **Hazardous Materials** - Review all MSDS sheets and verify any requirements for the following areas:

- _____ Flammable liquids.
- _____ Toxins.
- _____ Welding.
- _____ Combustible dust.
- _____ Storage.
- _____ Tanks.

_____ **High Piled Combustible Stock** - Verify the type and height of combustible storage.

____ **Fire Hydrants** - Verify that the building has a fire hydrant:

____ Within 400 feet as measured along an approved route (500 feet for sprinkled building).

____ Verify Fire Department connection for a sprinkled building is located 150 maximum from a hydrant.

____ **Special Hazards-** Verify code requirements for 18" spark requirements, NEC section 511 for repair occupancies , etc.

____ **Medical gas-** Verify Fire Code requirements for medical gas and require engineer sealed plans for the system. Reference Fire Department approval.

ACCESSIBILITY GUIDELINES:

____ **IBC chapter 10 accessible means of egress.**

____ **20%** - Verify the requirements of disproportionality under ADA has been met.

____ **Accessible Parking** - Verify that the required number and design of accessible parking has been met.

____ Size of accessible parking and access aisle.

____ Proper sign and mounting height.

____ Slope of the parking surface and access aisle.

____ Location of stalls.

____ **Accessible Route** - Verify that accessible routes meet ADA.

____ Maximum slope in direction of travel of 1:20 or complying ramp.

____ Cross slope of maximum of 1:50.

____ Complying door thresholds and floor elevations on each side of the door.

____ **Accessible Entrances and Exits** - Verify that the building meets the requirements for number of accessible entrances and exits.

____ **Exterior Path of Travel** - Verify that exterior path of travel exists for all required exits.

____ **Interior Path of Travel** - Verify that the interior circulation system meets all of the requirements ADA.

____ **Maneuvering Space at Doors** - Verify that all doors have the required maneuvering space.

____ **Elevators** - Verify if elevators are required and if so that they meet all ADA requirements. City facilities require elevators.

____ **Stairs and Handrails** - Verify that stairs and handrails that are required to be accessible meet all ADA requirements.

____ **Area of Rescue Assistance** - Verify that areas of rescue assistance meet all ADA requirements.

____ **Telephones** - Verify that the telephones meet accessibility requirements.

____ **Restrooms** - Verify that details and elevations are provided to indicate that all restrooms are accessible.

____ **Drinking Fountains** - Verify that drinking fountains meet all ADA requirements for those in a wheelchair and for those who may have difficulty bending and stooping.

____ **Break room sink heights/accessibility-** Verify this requirement.

____ **Protruding Objects** - Verify that protruding objects meet all requirements of ADA.

____ **Curb Ramps** - Verify that curb ramps meet all requirements of ADA and are not located in the clear aisle for the accessible parking stall.

____ **Ramps** - Verify that all ramps meet the requirements of ADA.

____ **Hardware** - Verify that all door hardware is accessible.

____ **Alarms** - Verify that all alarm systems meet the requirements of ADA.

____ **Signage** - Verify that all accessible signs meet the requirements of ADA.

____ **Customer Service Counters** - Verify that at least one counter at each sales/ transaction location is accessible.

____ **Dressing Rooms** - Verify that at least one dressing room for each sex and at each location is accessible per ADA.

____ **Restaurants/Cafeterias** - Review all requirements for this special occupancy.

____ **Medical Care Facilities** - Review all requirements for this special occupancy.

____ **Business and Mercantile** - Review all requirements for this special occupancy.

____ **Libraries** - Review all requirements for this special occupancy.

____ **Accessible Transient Lodging** - Review all requirements for this special occupancy.

____ **Assembly occupancies-** seating, listening devices, etc.

____ **Self service storage requirements from the IBC-** Verify these requirements.

____ **Fair Housing Act** - Verify that all requirements of the Fair Housing Act are met where applicable.

Design Standards for drainage of commercial lot

1. All sites that are adjacent or reasonable close to an existing storm water sewer system shall be required to drain via private underground system to tie to the public storm sewer.
2. Each commercial drive may drain an impervious area of not to exceed 0.75 acre.
3. It is preferred to have the roof drain tie to private storm sewer system or daylight at either the parking lot or landscape area.
4. If condition exists such that connection to storm sewer or paved parking is not feasible, approval may be given by OCI and/or City Engineer to allow roof drain onto grassed area if it has a reasonable distance ($35'\pm$) from the sidewalk or right of-way line. When the roof drain is directed onto the grassed area, reinforced erosion control measures must be provided.
5. Deeter Curb fixtures may be used to drain parking lot and/or roof when storm sewer access is not available with the following design stipulations:
 - A. Slope of pipe $\geq 1\%$.
 - B. If sidewalk sections do not have sufficient grade over the pipe, either relay sidewalk to hump over the pipe with maximum longitudinal slope of 0.5 inch/ft or providing reinforcing to allow the pipe to protrude partly into the sidewalk.
 - C. Prefer 6" pipe, since it will take about three 4" pipe to equal the capacity of one 6" pipe.
 - D. May use a grated junction box inside the private property to split a larger roof drain into smaller pipes before going into public right-of-way. For example: one 6" pipe into junction box, 3-4" pipes out to curb. No more than 3 Deeter connections can be used side by side at one location with minimum distance of 50' between locations..
 - E. Encourage combination of several downspouts into one outlet.

When submitting request for Deeter curb cut permit, the site drawing shall include information such as upstream and downstream flow line elevations, top of curb elevations, existing and proposed sidewalk grades and the limits of sidewalk sections to be removed and replaced, etc.

Since it has come to light that not all locations are suitable for Deeter applications (i.e. limited cover over pipe, sidewalk right behind the curb, diminishing gutter section due to overlay of asphalt, etc.), other alternative methods such as concrete flumes (with covers other than the banned checkered steel plate) should be explored. The City will review any proposal on a case-by-case basis until an alternate is adopted as standard.

OFFICE OF CENTRAL INSPECTION

SPECULATIVE SHELL BUILDING ACKNOWLEDGEMENT CONDITIONS FOR APPROVAL

NOTE: The owner must understand and agree to the following conditions prior to the building permit.

PROJECT NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION: _____

DESCRIPTION OF WORK: _____

NUMBER OF PLUMBING FIXTURES: Rough-in plumbing shall be provided to accommodate all required sanitary facilities based on the proposed occupancy of the building, using chapter 29 of the 2000 International Building Code. Where circumstances dictate that a different ratio is needed, the adjustment shall be approved by the Building Official.

DATE: _____ **ACKNOWLEDGED:** _____ **TITLE:** _____

SCOPE OF WORK: No work, other than that indicated on the approved plans and included in the accepted cost value submissions, is allowed.

DATE: _____ **ACKNOWLEDGED:** _____ **TITLE:** _____

ADDITIONAL CONSTRUCTION: After a building permit is issued for the project, any proposed additional work, not indicated on the approved plans and not included in the approved cost valuation submission, shall be treated as a separate project and submitted for review and approval. Separate building permits shall be obtained as necessary.

DATE: _____ **ACKNOWLEDGED:** _____ **TITLE:** _____

TENANT FINISH: Prior to occupancy of the proposed building or structure, plans for the tenant finish shall be submitted for review and approval. Such plans shall include all proposed electrical, plumbing, and mechanical facilities. Separate permits shall be obtained as necessary.

DATE: _____ **ACKNOWLEDGED:** _____ **TITLE:** _____

NOTE: Any change of occupancy or use of the building or structure, shall be subject to the provisions of the 2000 International Building Code section 3405, the Existing Building Rehabilitation and Change of Use Code, Unified Zoning Code, and other adopted codes and ordinances. This may result in additional extensive construction in order to comply with code requirements such as fire resistance, exiting, exit and/or stairway protection, energy conservation, additional parking, firewalls, fire barriers, sprinkler system, fire alarm, etc.

*This understanding by the owner is necessary to avoid prolonged discussions about requirements imposed when speculative buildings are completed for occupancy by tenants who are unknown at the time the shell is completed.

**Office of Central Inspection
Conditional Permit Checklist**

Yes No

Project _____

Address _____

Project No. _____

Zoning

- _____ 1. The use of the proposed building is located in the correct zoning district. _____
- _____ 2. If property is being rezoned to allow the proposed use, approval has been given by City Council for the rezoning.
- _____ 3. The plat or replat has been scheduled for approval by City Council by the Planning Department.
- _____ 4. If the proposed building is located in a Community Unit Plan or Planned Unit Development (DP-CUP _____ or PUD _____) or Protective Overlay (ZON _____), the General and Specific Requirements have been met on the plans or through MAPD approvals.
- _____ 5. If the use of the proposed building requires a Conditional Use (CON _____), the Conditions of the Conditional Use have been met on the plans or through required MAPD approvals.
- _____ 6. If the proposed building requires special procedures (Administrative Adjustment, Variances, or Vacation), the architect has received commission, board, or council approval. If not approved, has the application been submitted to MAPD? Yes _____ No _____

Site Plan/Grading Plan

- _____ 7. The Site Plan contains a Legal Description.
- _____ 8. The proposed building site is platted, or grand fathered, or the cumulative building expansions are less than 30 percent of the original existing buildings.
- _____ 9. The locations and dimensions of the property lines, the building setback lines, and the easements on the Site Plan match the Plat.
- _____ 10. The Site Plan shows no proposed building or addition beyond the building setback lines required by the Plat, the Unified Zoning Ordinance, the Community Unit Plan, the Planned Unit Development, or the Protective Overlay.
- _____ 11. The Site Plan shows no proposed building or addition, masonry trash enclosure, and light poles in the easement.
- _____ 12. The Site Plan shows the correct location and number of drive approaches.
- _____ 13. The Site Plan shows the correct number of parking spaces.
- _____ 14. The Site Plan shows the correct layout of the parking spaces and drives in the parking lot.
- _____ 15. The Private Projects for the extension of water and sanitary sewer lines have been approved by the Engineering Division of the Public Works Department.
- _____ 16. If the proposed building is located in a Local or Federal Floodplain, the Grading Plan and the Building Plans match the required minimum pad elevations requirements, and appropriate Floor Plan Development Permits have been submitted.
- _____ 17. The Grading Plan matches the approved Drainage Plan for the plat or the Design Standards for drainage of commercial lot.
- _____ 18. NPDES NOI Application has been filed if 5 acres or more is being disturbed.

Structural Plans/Building Plans

- _____ 19. The Foundation Plan shows no footing of the proposed building located in any easement.
- _____ 20. The Structural Notes indicate the Design Loads used to design the proposed building.
- _____ 21. The occupancy group(s) and construction type(s) of the proposed building meets the International Building Code as locally amended.

Comments: _____

Signature _____

Date _____

**OFFICE OF CENTRAL INSPECTION
PLAN REVIEW SECTION
CONDITIONAL PERMIT REQUEST**

PROJECT NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION: _____

☐ SEE ATTACHMENT

I (We) request a conditional permit to proceed with construction of:

I (We) assume full responsibility for compliance with all pertinent codes, ordinances and regulations of the City of Wichita and shall proceed at my (our) own risk without assurance that the building permit for the entire building will be granted.

If the building permit for the entire building is not granted, I (we) agree to return the land to the condition existing prior to start of construction work specified above.

OWNER (Print Name and Sign) _____ DATE _____

CONTRACTOR (Print Name and Sign) _____ DATE _____

*****DO NOT WRITE BELOW THIS LINE*****

<input type="checkbox"/>	100	FOOTING	<input type="checkbox"/>	550	INSULATION
<input type="checkbox"/>	110	SETBACK	<input type="checkbox"/>	560	PARKING LOT
<input type="checkbox"/>	120	FDN WALL	<input type="checkbox"/>	570	SCREENING
<input type="checkbox"/>	230	REINF SLAB	<input type="checkbox"/>	580	CUP REQ'MTS
<input type="checkbox"/>	300	ROOFING	<input type="checkbox"/>	590	BZA REQ'MTS
<input type="checkbox"/>	310	FRAMING	<input type="checkbox"/>	800	PARTIAL C/O
<input type="checkbox"/>	400	WALL BD	<input type="checkbox"/>	810	TEMP C/O
<input type="checkbox"/>	520	SPEC INSP RPT	<input type="checkbox"/>	850	TEMP C/O COMP
<input type="checkbox"/>	530	SPRINKLERS	<input type="checkbox"/>	990	FINAL
<input type="checkbox"/>	540	SITE GRADING	<input type="checkbox"/>	999	FINAL OVERRIDE

COMMENTS: _____

THE CONDITIONAL PERMIT IS APPROVED, SUBJECT TO THE LIMITATIONS LISTED ABOVE.

CENTRAL INSPECTION _____ DATE _____

FIRE DEPARTMENT _____ DATE _____

OFFICE OF CENTRAL INSPECTION
PLAN REVIEW SECTION
CONDITIONAL PERMIT WORKSHEET

PROJECT NAME _____ ADDRESS _____

PROPOSED USE _____

LEGAL _____

MAP # _____ ZONING _____ BZA/CUP _____ PB # _____ OTHER _____

THE ZONING IS PROPER FOR THE PROPOSED USE Y N

THE LEGAL DESCRIPTION IS PROPER FOR ISSUANCE OF A BUILDING PERMIT Y N

THE _____ HAS BEEN RECOMMENDED FOR APPROVAL BY MAPD Y N

THE _____ HAS BEEN APPROVED BY THE SUBDIVISION COMMITTEE Y N

THE _____ HAS BEEN APPROVED BY THE PLANNING COMMISSION Y N

THE _____ HAS BEEN APPROVED BY THE CITY COUNCIL Y N

THE _____ HAS BEEN APPROVED BY THE COUNTY COMMISSION Y N

THE LOT SPLIT HAS BEEN APPROVED BY THE DIRECTOR OF PLANNING Y N

THE ADMINISTRATIVE ADJUSTMENT (ZONING/CUP) HAS BEEN APPROVED Y N

COMMENTS _____

BUILDING PLANS EXAMINER _____ DATE _____

APPROVED FOR A CONDITIONAL PERMIT PER INFORMATION AND STIPULATIONS ABOVE ON
AND THE ATTACHED CONDITIONAL PERMIT REQUEST FORM.

SUPERINTENDENT OF OCI _____ DATE _____

COMMENTS _____

CONDITIONAL PERMIT REQUEST
OFFICE OF CENTRAL INSPECTION
PLAN REVIEW SECTION
TELE: 316.268.4477 FAX: 316.268.4663



Office of Central Inspection
455 N. Main 7th Floor Wichita, KS 67202-1600
T 316.268.4660 F 316.268.4663

PERMIT NUMBER _____

PROJECT NAME _____

PROJECT ADDRESS _____

LEGAL ADDRESS _____

I (We) request a conditional permit to proceed with construction of:

I (We) assume full responsibility for compliance with all pertinent codes, ordinances and regulations of the City of Wichita and shall proceed at my (our) own risk without assurance that the building permit for the entire building will be granted. If the permit for the entire building is not granted, I (we) agree to return the land to the condition existing prior to the start of construction work specified above.

By the issuance of this building permit, I acknowledge the requirements of and agree to comply with Chapter 16.32 of the City Code concerning erosion and sediment control requirements on this construction site. I agree to install effective erosion and sediment control devices BEFORE CONSTRUCTION BEGINS, and to maintain said devices in good working condition throughout construction. I understand that failure to comply with the requirements of Chapter 16.32 will subject me to the enforcement actions stipulated therein, as well as other federal and state penalties. Should you need assistance in determining what needs to be done at this site, call the Storm Water Management Office at 316.268.4498.

(Interior renovations are not subject to the provisions of City Code Chapter 16.32)

Owner (Name and signature) _____ Date _____

Contractor (Name and signature) _____ Date _____

Contractor Address _____
Contractor Telephone _____ Fax _____

COMMENTS _____

THE CONDITIONAL PERMIT IS ACCEPTED, SUBJECT TO THE LIMITATIONS LISTED

Central Inspection _____ Date _____

**Office of Central Inspection
City of Wichita
Plan Review Section**

Plan Submittal



**Plan Submittal Information
Sheet**

Project Valuation

Project Plans

Code Sheet

Site Plans

Architectural Plans

Structural Plans

Mechanical Plans

Plumbing Plans

Electrical Plans

Submission Package:

The basic complete submission package should include the following:

Plan Submittal Information Sheet:

- ◆ Project Name
- ◆ Project Address
- ◆ Project Valuation
- ◆ Legal Description
- ◆ Project contact information (name, address & phone number) for the Architect, Contractor and Owner
- ◆ Parcel Size/Impervious area
- ◆ Description of work
- ◆ Number of Stories
- ◆ Height of building
- ◆ Occupancy Group
- ◆ Construction Type
- ◆ Allowable area calculations
- ◆ Building area
- ◆ Parking information
- ◆ Preliminary review information

Project Valuation:

- ◆ Total construction cost including, finishes work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and other permanent equipment.
- ◆ Provide construction contract or
- ◆ Price Verification form or
- ◆ Contractor's estimate or
- ◆ Building Valuation Tables.
- ◆ Separate valuation for each building

Project Plans:

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes, relevant laws, ordinances, rules and regulations.

- ◆ Three complete sets of plans
- ◆ Three additional site utility/drainage plans
- ◆ One site plan with impervious area calculations
- ◆ One specification book
- ◆ Drawings shall be legible, drawn to scale and dimensioned
- ◆ Minimum sheet size of 18" x 24"
- ◆ Sealed by Architect and Engineers
- ◆ Number of off-street parking spaces
- ◆ Number of anticipated employees
- ◆ Number of seats in assembly areas, if applicable
- ◆ Number of dwelling units, hotel/motel or motel units, if applicable
- ◆ Number of Students/teachers, if applicable

Code Plan:

A code sheet provides an analysis by the design professional of the life safety issues associated with the proposed construction project. See separate brochure entitled "Code Plan" for details.

Site Plans:

See separate brochure entitled “Project Plans” for details.

Architectural Plans:

Must be sealed by an Architect licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Structural Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Mechanical Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Plumbing Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Electrical Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Specialty plans:

- ◆ Tenant lease plan: Two copies for all new multi-tenant buildings, submit to OCI
- ◆ Landscape plans: Five copies minimum, Eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall
- ◆ Fire alarm and/or smoke detection plans: Five copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall
- ◆ Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall
- ◆ Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI

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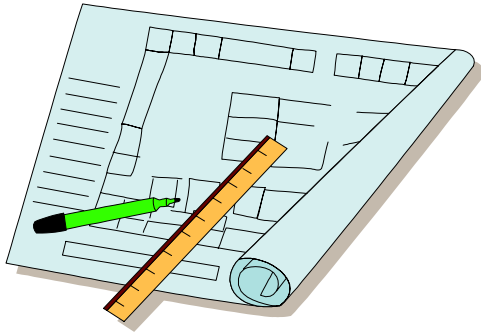
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**Office of Central Inspection
City of Wichita
Plan Review Section**

Project Plans



Site Plans

Architectural Plans

Structural Plans

Mechanical Plans

Plumbing Plans

Electrical Plans

Site Plans:

- ◆ Complete legal description, including the property control number
- ◆ North arrow
- ◆ Existing site conditions; Property boundaries and dimensions, existing structures (distance from boundaries and other structures)
- ◆ location of utility easements and building setbacks
- ◆ Location of all utilities: sanitary sewer, storm sewer, water, electric, etc.
- ◆ Location of any local or federal floodplain
- ◆ Address of existing buildings
- ◆ Proposed structure size, location and distance from boundaries and other structures
- ◆ Location and dimension of vehicle access (include all off-street parking and all new or existing approaches)
- ◆ Details of all accessible parking stalls, signs and ramped access
- ◆ Grading plan with sufficient elevations to indicate proper drainage
- ◆ Total site square feet and square feet of all impervious areas
- ◆ Location of Fire hydrants
- ◆ Existing zoning classification
- ◆ Location, type and height of screening fence or wall
- ◆ Location of trash dumpster /screening
- ◆ Landscape plans if required
- ◆ Location of all new and/or existing signs

Site Utility Plan:

In order to avoid costly mistakes in the design of utility connections and drainage improvements for a proposed building, a site utility plan is required.

- ◆ Location and size of the sanitary sewer serving the site
- ◆ Location and size of the building service line and the point of connection to the city sewer
- ◆ Location of grease interceptor and/or mud and oil separator

- ◆ Location and size of the storm sewer system adjacent to the site
- ◆ Location of all drainage improvements and drainage easements
- ◆ Location, size and material of storm lines from the building and point of discharge
- ◆ Location and discharge source of all sump pumps
- ◆ Location. Size and type of building water service, fire service and/or lawn sprinkler service proposed
- ◆ Location and size of all water meters and/or vaults

Building or any areaway storm sewer drain lines 10 inches or smaller require a copy of the site utility plan and a discharge verification letter signed by the owner. Submit to OCI for approval.

The City Engineer shall approve any discharge from areaway storm sewer drain lines of over 10 inches in size.

Architectural Plans:

- ◆ Proposed floor plan of the new building or addition
- ◆ Floor plan of existing building if applicable
- ◆ Exit paths to the public way
- ◆ Use and occupancy of all rooms, convey intended use
- ◆ Interior finish schedule/flame spread
- ◆ Door and window schedule
- ◆ Finish hardware schedule
- ◆ Cross sections, Elevations
- ◆ Fire resistive systems for structural frame, floors, roof, walls, and interior partitions and fire assemblies. Provide assembly design numbers
- ◆ Fire rated assemblies for all openings and penetrations
- ◆ General notes and details to provide complete information

- ◆ For additions or remodels of an existing structure, differentiate between new and existing construction
- ◆ Reflected Ceiling Plan
- ◆ Location of fire and draft stops
- ◆ Conformance to all the provisions of the Kansas Accessibility Act

Structural Plans:

Structural plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas. This includes plans for pre-engineered metal building systems.

- ◆ Design loads; roof live load, wind load and exposure, snow load, floor load, etc.
- ◆ Foundation plan with sections and details
- ◆ Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- ◆ Embedded anchoring such as anchor bolts, hold-downs and post bases, etc.

Mechanical Plans:

Mechanical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Location, type, capacity and weight of all heating, ventilation and air conditioning equipment, show required access
- ◆ Specialty equipment; kitchen hoods, paint booth exhaust, automatic fire suppression, garage ventilation, etc.
- ◆ Special use of equipment in conjunction with fire or smoke control
- ◆ Show type and size of all duct runs and location of all fire/smoke dampers
- ◆ Detail all return air systems

Plumbing Plans:

Plumbing plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Plumbing fixtures; water closets, urinals, lavatories, drinking fountains, etc.
- ◆ Building drain system; underfloor drain waste and vent piping, specify type and size, provide riser diagram
- ◆ Building utilities; sanitary sewer, storm sewer, water service, gas service and all connections to public utilities.
- ◆ Materials; Specify all piping materials
- ◆ Water system; pipe sizes, water heater data and hot water system
- ◆ Vent system; pipe sizes, size of vent through the roof and connections to the building drains
- ◆ Special requirements; grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, etc.
- ◆ Roof drainage; roof drains, overflow drains, riser diagrams for drain/rain leader

Electrical Plans:

Electrical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Riser; equipment amps, wire size, grounding
- ◆ Available fault current
- ◆ Service voltage
- ◆ Service equipment short circuit amp rating
- ◆ Panel location, schedules, circuit amp rating
- ◆ Fixture plan, equipment and circuits
- ◆ Wiring method
- ◆ Symbol list
- ◆ Specify wire; copper, aluminum, insulated
- ◆ Service grounding wire size
- ◆ Location of required exit signs and emergency lighting (battery back-up/generator)

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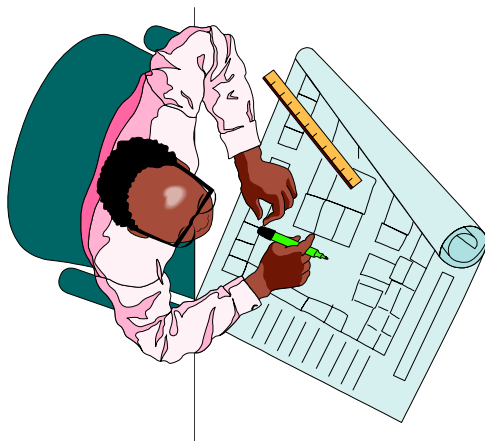
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**Office of Central Inspection
City of Wichita
Plan Review Section**

Code Plan



A code sheet provides an analysis by the design professional of the life safety issues associated with the proposed construction project. This information is essential to the plan review process, so that proper classification of the project is achieved. Proper project classification will tend to expedite the review process and limit requests for information and/or plan revisions associated with miscalculations.

Code Sheet:

- ◆ Required for new construction, additions and change of occupancy
- ◆ A schematic drawing showing proposed use(s) and occupancy group(s) with associated square footage of rooms
- ◆ Specify construction type and show allowable area calculations
- ◆ Show location(s) and rating of area separation walls, if any
- ◆ Show location of all required exits
- ◆ Show location(s) and rating of corridors, exit enclosures, exit passageways & horizontal exits, if any
- ◆ Refer to the sample code plan for illustration of the requirements
- ◆ Larger scale drawings are available on request

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**Office of Central Inspection
City of Wichita
Plan Review Section**

Plan Review

Preliminary Project Review

Plan Review

Personnel, Codes, Review Time
Completion, Revisions, Appeals
Expiration

Building Permits

Progress Plans, Conditional Permit
Full permit, Licensed Contractor
Revisions



Preliminary Project Review:

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time.

- ◆ No charge
- ◆ Must be pre-scheduled
- ◆ Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- ◆ Conceptual plans are required. Provide one copy for OCI files
- ◆ Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

On Site Preliminary review:

When the project involves an existing building, and plans are not available, on-site reviews can be performed.

- ◆ \$30 per Hour, Minimum charge one-half hour. Must be pre-paid
- ◆ Must be pre-scheduled
- ◆ Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- ◆ Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

Plan Review:

The commercial plan review section has primary responsibility for coordinating plan review process.

Personnel:

- ◆ Building Plans Examiner, OCI
- ◆ Fire Prevention
- ◆ Engineering
- ◆ Health Department
- ◆ Water Department
- ◆ Planning Department

- ◆ Other Agencies as necessary

Codes:

- ◆ 2000 International Building Code, with local amendments
- ◆ 2000 International Fire Code, with local amendments
- ◆ 2000 International Mechanical Code, with local amendments
- ◆ 2000 Uniform Plumbing Code, with local amendments
- ◆ 2002 National Electrical Code, with local amendments
- ◆ Local Sewers, Drains and Pretreatment (City Code Title 16)
- ◆ Wichita-Sedgwick County Uniform Zoning Code (City Code Title 28)
- ◆ Wichita-Sedgwick County Subdivision Regs.
- ◆ City of Wichita Landscape Ordinance (City Code Title 10.32)
- ◆ Kansas Accessibility Act (ADA)
- ◆ Federal Fair Housing Act
- ◆ Local Stormwater Pollution Prevention Ordinance (City Code Title 16.32)
- ◆ Local Grease Interceptor Ordinance for food service (City Code Title 16.24)

Initial Review Time Guidelines:

The time to review plans can vary greatly. Factors that impact review time include completeness of drawings, current backlog, size of job, type of work involved, etc. Plans are assigned on the Friday following plan submittal. Target initial plan review times are:

- ◆ Valuation of \$25,000 or less – Three business days from the application date.
- ◆ Valuation between \$25,001 to \$75,000 – Seven calendar days from application date
- ◆ Valuation between \$75,001 to \$250,000 – 12 calendar days from assignment date
- ◆ Valuation between \$250,001 to \$2,500,000 18 calendar days from assignment date

- ◆ Valuation over \$2,500,000 – 25 calendar days from assignment date

Completion of Project review:

When the review is complete, the plans will either

- ◆ Stamped approved, and ready for permit
- ◆ Require changes prior to a permit. A write-up will be issued detailing the required changes. No further work will be done on the project until the changes have been made.

Project revisions:

- ◆ Revisions must be made by the original design professional
- ◆ Revision review should be completed within one-half the time allowed for initial review.
- ◆ If approved, permit will be issued

Appeals:

- ◆ All applicants have the right of appeal
- ◆ Board of Code Standards and Appeals
- ◆ Board reviews for alternate materials and methods of construction
- ◆ The board does not have the authority to waive any requirements of the code.
- ◆ The board meets on the First Monday of every month

Expiration of Plan Review:

- ◆ Expires 180 days from submittal date
- ◆ 180 day extension with written request
- ◆ If the plan review expires, a new plan review fee will be charged for further review.

Building Permits:

Fees:

- ◆ Building permit fees are based on Construction Cost. Call the permit desk @ (316) 268-4461 to obtain permit fees based on valuation or the current permit fee schedule
- ◆ Basic Plan Review fee is 65% of the base building permit fee.

Progress plans:

- ◆ Construction may start prior to final plan submission.
- ◆ New buildings or additions only
- ◆ Additional 50% of plan review fee charged
- ◆ Minimum drawings include site plans and footing and foundation plans
- ◆ Submit conditional permit request form
- ◆ Reviewed within 5 days

Conditional permit:

- ◆ Construction may start prior to completion of plan review
- ◆ New buildings or additions only
- ◆ Additional 25% of plan review fee charged
- ◆ Full set of project plans required.
- ◆ Submit conditional permit request form
- ◆ Reviewed within 5 days

Full permit:

- ◆ Any project
- ◆ Full set of project plans required.
- ◆ No additional fees
- ◆ Issued when project plans are approved by Plan Review staff

Licensed Contractor required:

- ◆ All commercial construction requires a City of Wichita licensed contractor
- ◆ Only contractor or authorized representative can pick up the permit

Revisions to plans after permit:

- ◆ Changes affecting exiting, wall configuration or structural
- ◆ Must be submitted to OCI for review

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**Office of Central Inspection
City of Wichita
Plan Review Section**

Conditional Permits

**Conditional Permit: General
Submission Package
Conditional Permit Request
Plan Submittal Information
Sheet
Project & Progress Plans
Code Sheet
Site Plans
Special Site Issues
Arch / Eng Plans
Project Valuation**



Conditional Permit:

On projects where time is critical, a conditional permit can save valuable time. The issuance of a conditional permit allows construction to proceed prior to the full review of the building project. Minimum submittal standards must be met and are found in this brochure.

Submission Package:

The basic complete submission package should include the following:

Conditional Permit Request Form:

Prior to issuance of a conditional permit, a completed Conditional Permit Request form shall be submitted. The form requires the applicant to specify what level of construction is desired under the conditional permit. In addition, both the owner and contractor must sign the form.

Keep in mind the issuance of a conditional permit does not guarantee the issuance of the full permit. The request form obligates the owner and contractor to restore the land to its original condition if the full permit cannot be issued. Every effort is made to ensure that prior to issuance of a conditional permit, a full permit is possible.

Plan Submittal Information Sheet:

See the "Plan Submittal" brochure for requirements on preparation of the Plan Submittal Information sheet.

Project Plans:

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes, relevant laws, ordinances, rules and regulations.

- ◆ Three complete sets of plans
- ◆ Three additional site utility/drainage plans
- ◆ One site plan with impervious area calculations
- ◆ One specification book
- ◆ Drawings shall be legible, drawn to scale and dimensioned
- ◆ Minimum sheet size of 18" x 24"
- ◆ Sealed by Architect and Engineers
- ◆ Number of off-street parking spaces
- ◆ Landscape requirements shall be noted

Progress Plans:

If the plans submitted for review are not complete, they are considered as progress plans. In order to qualify for a conditional permit, the plans will need to be of sufficient clarity to allow a basic review of the project. Generally, the plans will need to reflect at least the level of construction requested. Example: If a conditional permit for footing/foundation & slab is requested, then plans for those features and associated trades will need to be complete.

Code Sheet:

A code sheet provides an analysis by the design professional of the life safety issues associated with the proposed construction project. See separate brochure entitled "Code Plan" for

details. Providing this document at time the conditional permit is requested is of great benefit, since it provides valuable information on exits and construction type.

Site Plans:

See separate brochure entitled “Project Plans” for details.

Special Site Issues:

Whenever special circumstances, such as subdivision or zoning issues are required that may affect the development of a site, the issuance of a conditional permit may be delayed or not allowed until that process is finalized. Under these conditions, the request will require approval by the Superintendent of Central Inspection prior to issuance of the conditional permit.

Architectural and Engineering Plans:

Plans must be sealed by an individual or firm licensed to practice in the State of Kansas. See separate brochure entitled “Project Plans” for details. If the individual or firm has requested licensure by the State of Kansas, but has not finalized that process, construction cannot proceed until approval is granted. Proper documentation is required prior to release of the conditional permit.

In many circumstances, trade drawings may not be finalized or available for submittal at the time of conditional request (see progress plans). When this occurs, the scope of work that can be allowed will be limited accordingly.

Specialty plans:

See separate brochure entitled “Project Plans” for details.

Project Valuation:

- ◆ Total construction cost including, finishes work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and other permanent equipment.
- ◆ Provide construction contract or
- ◆ Price Verification form or
- ◆ Contractor’s estimate or
- ◆ Building Valuation Tables.
- ◆ Separate valuation for each building

A request for issuance of a conditional permit prior to ten business days from the application date will result in an additional fee payable to the City of Wichita. An additional charge of 25 percent of the plan review fee will be assessed, unless the plans are progress, then the fee is 50 percent.

At the time the conditional permit is issued, the contractor will pay the permit fee associated with the project. Once the project is ready for issuance of the full permit, no additional fee is required.

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OFFICE OF CENTRAL INSPECTION PLAN REVIEW FIRE DEPARTMENT POLICIES

Approved Route

An approved route is a 20 ft. wide road constructed of concrete or asphalt with 13 feet 6 inches overhead clearance without obstructions. The following items would be considered obstructions: the city right-of-way, street or drive approach, media, parking spaces, or building.

Fire Apparatus Access Roads

Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall extend within 150 ft. of all portions of the facility or any portion of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. If the facility or building is equipped with an approved automatic sprinkler system, the fire apparatus access road shall extend within 200 ft. of all portions of the facility or any portion of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. The fire apparatus access roads shall be constructed of asphalt or concrete. Dead-end apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. The turnaround shall be either a 50-foot radius oval or a hammerhead 20 foot wide at the neck and T, with 17 degree to 23-degree radius at the T, and 92 foot in length at the T.

Gates

A vehicle gate or access gate shall provide not less than 20 foot of clear unobstructed access. The access gates if installed in apartment dwelling complex gated communities shall be provided with an SOS (Siren Operated Sensor). If the gated access is to occupancies other than those listed above with mechanical operated gates and uses a keypad, the last three digits of the pad shall be 911; the first digits shall be listed as 1. Once the keypad has been installed, it is required that the installer contacts the Wichita Fire Prevention Department to test the system. Access gates, which are not mechanical, see Key Boxes & Padlocks. ;

Key Boxes & Padlocks

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the code official is authorized to require a key box or padlock to be installed in an accessible location. The key box and padlock shall be from the Knox Company. The Authorization/Order Form for the key box and padlock can be obtained from the Wichita Fire Prevention Department.

Fire Hydrant Systems

Where the most remote part of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet from a hydrant on a fire apparatus access road as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the code official. Where the most remote part of the facility or building equipped with an automatic fire sprinkler system hereafter constructed or moved into or within the jurisdiction is more than 500 feet from a hydrant on a fire apparatus access road as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the code official. A fire department connection to the automatic sprinkler system shall locate within 150 feet of on-site fire hydrants and mains. A 40-foot clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved. Where fire hydrants are subject to impact by a motor vehicle, they shall be protected by guard posts or other approved means.

Battery Systems

Stationary lead-acid battery systems having a liquid capacity of more than 100 gallons used for facility standby power, emergency power or uninterrupted power supplies shall meet the below requirements. Batteries shall be provided with safety venting caps. In other than Group A, E, I, and R Occupancies, battery systems shall be located in a room separated from other portions of the building by a minimum one-hour fire-resistive occupancy separation. In Groups A, E, I, and R Occupancies, battery systems shall be located in a room separated from other portions of the building by a two-hour fire-resistive occupancy separation. Each rack of batteries, or group of racks shall be provided with a liquid-tight 4-inch spill-control barrier, which extends at least 1 inch beyond the battery rack in all directions. An approved method to neutralize spilled electrolyte shall be provided. The method shall be capable of neutralizing a spill from the largest lead-acid battery to a pH between 7.0 and 9.0. Ventilation shall be provided in accordance with the International Mechanical Code and the following:

1.) The ventilation system shall be designed to limit the maximum concentration of hydrogen to 1.0 percent of the total volume of the room in accordance with nationally recognized standards, or

2.) Continuous ventilation shall be provided at a rate of not less than 1 cubic foot per minute per square foot of floor area of the room.

Doors into rooms or buildings containing stationary lead-acid battery system shall be provided with approved signs. The signs shall state that the room contains lead-acid battery systems, that the battery room contains energized electrical circuits and that the battery electrolyte solutions are corrosive liquids. An approved automatic smoke detection system shall be installed in such areas and supervised by an approved central, proprietary or remote station service or a local alarm which will give an audible signal at a constantly attended location.

Fire Extinguishers

A light hazard shall be equipped with a 2A-10BC rated fire extinguisher every 75 feet of travel distance. A medium hazard shall be equipped with a 2A-20BC rated fire extinguisher every 50 feet of travel distance. A high hazard shall be equipped with a 4A-40BC rated fire extinguisher every 30 feet of travel distance. A commercial kitchen shall be equipped with K rated fire extinguisher within 30 ft. of the cooking equipment.

Medical Gas Systems

Compressed gases at hospitals and similar facilities intended for inhalation or sedation including, but not limited to, analgesia systems for dentistry, podiatry, veterinary and similar uses shall meet the below requirements. Medical gases shall be stored in areas dedicated to the storage of such gases without other storage or uses. When containers of medical gases in quantities greater than the permit amount are located inside buildings, they shall be in a one-hour exterior room, a one-hour interior room or a gas cabinet. The permit amount for compressed gases is: Inert-6, 000 c.u.f., Oxidizing-504 c.u.f., Corrosive-810 c.u.f., Toxic-810 c.u.f., and Highly Toxic-20 c.u.f. A one-hour exterior room shall be a room or enclosure separated from the rest of the building by not less than one-hour-rated fire-resistive construction. Openings between the room or enclosure and interior spaces shall be self-closing smoke-and draft-control assemblies having a fire-protection rating of not less than one hour.

Rooms shall have at least one exterior wall, which is provided with at least two vents. Each vent shall not be less than 36 inches square inches in area. One vent shall be within 6 inches of the floor and one shall be within 6 inches of the ceiling. Containers of medical gases shall be provided with at least one fire sprinkler to provide container cooling in case of fire. When an exterior wall cannot be provided for the room, automatic sprinklers shall be installed within the room. The room shall be exhausted through a duct to the exterior. Both separate streams shall be enclosed in a one-hour-rated shaft enclosure from the room to the exterior. Approved mechanical ventilation shall be in accordance with the International Mechanical Code and provided at a minimum rate of 1 cubic foot per minute per square foot of the area of the room. Gas cabinets shall be in accordance with the following:

- 1.) Operated at a negative pressure in relation to surrounding area,
- 2.) Provided with self-closing limited-access ports or noncombustible windows to give access to equipment controls. The average velocity of ventilation at the face of access ports or windows shall not be less than 20p ft. per minute with a minimum of 150 feet per minute at any point of the access port or window,
- 3.) Connected to an exhaust system,
- 4.) Provide with a self-closing door,
- 5.) Constructed of not less than 0.097-inch steel, and
- 6.) Internally sprinklered.

A certified medical gas installer meeting the requirements of N.F.P.A. 99C and A.N.S.I. 6010 shall install medical gas systems. The medical gas systems shall be designed by a licensed mechanical engineer with his or her stamp on it. An independent certifier meeting the requirements of N.F.P.A. 99C and A.N.S.I. 6030 shall conduct the final certification test of the medical gas systems. The building or fire inspector shall view the pipe for hangers, pipe markings every 20 feet and sectional pressure test of 150 p.s.i. on completed section of medical gas systems before being covered from view.

Spray Booths

When conducted in buildings used for assembly, educational, institutional or residential occupancies, spray-finishing operations shall be located in a spraying room protected with an approved automatic sprinkler system and separated vertically and horizontally from other areas in accordance with the International Building Code. In other occupancies, spray-finishing operations shall be conducted in a spray booth or spray room approved for such use. The spray booth or room shall be meeting the requirements in the Uniform Fire Code Article 45, Section 4502.2 or International Fire Code Sec. 1504.1.2.

Limited Spraying Areas

Limited spraying areas shall only be located in Group H, Division 4 Occupancies. The aggregate surface area to be sprayed shall not exceed 9 square feet. Spraying operations shall not be of a continuous nature. Positive mechanical ventilation shall be installed which provides a minimum of six complete air changes per hour. Such system shall meet the requirements of this code for handling flammable vapors. Electrical wiring within 10 feet of the floor shall be designed for Class I, Division 2 locations in accordance with the National Electrical Code.

Tanks

Aboveground and underground tanks shall meet the requirements in Uniform Fire Code Article 79, Section 7902 or International Fire Code Sec. 2206.1. Tanks used for the storage and containment of used oil shall be classified as Class III-B liquid providing no other product is being dump into the tank.

Hazardous Materials

Buildings used for the storage, dispensing, use and handling of hazardous materials shall meet the requirements of the Uniform Fire Code Article 80, Section 8001 or International Fire Code Sec. 2701.1. The Office of Central Inspection will require technical Report when large numbers of M.S.D.S. sheets and amounts of hazardous products are indicated for review.

High Piled Storage

Buildings containing combustible storage over 12 feet above the finish floor or high hazard storage over 6 feet above the finish floor will be required to meet the requirements in Uniform Fire Code Article 81, Section 8101 or International Fire Code Sec. 2301.1.

Appeals

All appeals to the above requirements can be submitted to the Chief of the Fire Prevention Division for his approval.



Construction of Infrastructure Improvements By Private Contract

Water
●
Sanitary Sewer
●
Storm Water
●
Paving

Construction of Infrastructure Improvements by Private Contract



Overview

This information applies to all infrastructure improvements constructed under private contract in public easement, public right-of-way, and/or private property including water lines, storm drain/drainage systems, sanitary sewer, and paving improvements.

Prior to commencement of construction, the following must be submitted to and approved by the City Engineer:

- Engineered plans
- Plan Review Fee
- Recorded easements
- Electronic .dwg and .pdf files of plans
- Bonds

At the completion of construction, the following must be submitted to the City Engineer:

- Final Record Plans on mylar
- Inspection Logs
- Test Documentation
- TV Tapes and/or Water Quality Test
- Valve and Fire Hydrant manufacturers and models, and pipe certifications

Owner/Developer Responsibilities

The Owner is responsible for hiring a Consultant Engineer and a Contractor, and is responsible for seeing that the Engineer and Contractor fulfill the requirements of this policy.

Consultant Engineer Responsibilities

Engineered Plans

The Consultant Engineer needs to furnish complete plans to the City. All plans need to be certified by a professional engineer licensed in the state of Kansas. Final plans need to be on 22"x36" Mylar for approval signatures. Electronic .dwg and .pdf files need to be submitted along with the final plans. The Signature Block, standard detail sheets, and sample sets of plans are available in AutoCAD format on the City's website in the Water & Sewer section at www.wichita.gov

Water Line Projects:

Plans are required for any line publicly maintained, any domestic service line over 2", and any fire protection line, all the way to the building and/or furthest hydrant. Profile is required for the entire fire protection line, but only for the public portion of a domestic service line. Upon approval, 6 full-size copies of the signed Mylar plans and Mylar plan shall be submitted to the City Engineer's Office along with electronic .dwg and .pdf files.

Sanitary Sewer Projects:

Plans (plan and profile) are required for any publicly maintained line, and any private sewer line 8" or larger. Upon approval, Mylar plan and electronic .dwg and .pdf files need to be submitted to the City Engineer's office.

Storm Drain Projects:

Plans (plan and profile) are required for any publicly maintained line, and any private line 12" or larger. Upon approval, electronic .dwg and .pdf files need to be submitted to the City Engineer's office.

Paving Projects:

Plans are required for any street that is to be publicly maintained. Upon approval, electronic .dwg and .pdf files and Mylar plan need to be submitted to the City Engineer's office.

Plan Review Fee

This fee reimburses the City for the costs of plan review, recording, final inspection, and administration of the project. It is submitted to the City Engineer's Office along with preliminary plans for review by the Consultant Engineer. It is based on the project size according to the following fee schedule:

Water & Sewer

100' or less	\$150
100' - 500'	\$250
500' - 1000'	\$350
Over 1000'	\$0.35 per foot

Paving

100' or less	\$250
100' - 500'	\$375
500' - 1000'	\$500
Over 1000'	\$0.50 per foot

Checks should be made out to *City of Wichita* and submitted to the City Engineer along with preliminary plans.

Recorded Easements

Easements are to be recorded at Sedgwick County Courthouse and copies are to be provided to the City Engineer prior to approval of the Final Plans.

Inspection Arrangements

All Private Projects must be inspected and certified by a professional engineering firm approved by the City to assure compliance with approved plans, with the exception of water line taps and valve operations, which are performed by City staff. Inspection arrangements are the responsibility of the Consultant Engineer. Inspection services shall be performed in accordance with the City of Wichita Standard Specifications available on the City's Website in the Public Works section.

Testing

The Consultant Engineer shall perform all inspection and testing services (including televising and air testing of sewers) and shall document and provide the City satisfactory documentation of all such activities.

Final Record Drawings

The Consultant Engineer shall document construction with Final Record drawings. Final Record (as-built) information may be added to the original signed Mylar plans. Add information including the size, make, and reading of all meters.

One set of Mylar Final Record plans shall be submitted along with the following number of full-size copies:

Water Lines	1
Sanitary Sewers	3
Storm Drains	1
Sanitary/Storm (together)	3
Paving	2

When the Final Record Drawings are submitted, the City Engineer's Inspector will perform a field check of all visible items.

Project Completion

Upon completion of a field check, the City Engineer will issue either a Certificate of Acceptance or a Defect Notice. Once the City Engineer has been notified that defects have been corrected, another field check will be performed. Warranties shall begin on the date the City issues the Certificate of Acceptance.

Contractor Responsibilities

Bonds

Bonds are filed by the Contractor on the 11th floor of the County Courthouse.

The Performance and Maintenance Bond is required for 100% of the cost of the improvements in public right-of-way or easements, through and including the water vault, if applicable. The Performance Bond guarantees to the City the performance of the work as provided in the plans and specifications. The Maintenance provision is limited to 15% of the cost of the improvements. The Maintenance Bond guarantees to the City the correction of any defect on material or workmanship, latent in character, and not discernible at the time of final acceptance, and guarantees against any damage to such improvements by reason of settling of the ground base or foundation thereof.

The Statutory Bond is required for 100% of the cost of the improvement in public right-of-way or easements, through and including the water vault, if applicable. This bond guarantees to the State of Kansas the payment of all materials, labor, machinery, and damage to property or persons. This bond must be filed with the Clerk of the District Court in the Sedgwick County Courthouse (\$10 filing fee made out to *Clerk of the District Court*) and the original receipt must be submitted to the City Engineer. KSA 60-1111 should be referenced somewhere on the bond.

Notification

The Contractor shall notify the Consultant Engineer and all property owners and/or tenants within 500 feet of the furthest extents of the project at least ten (10) working days prior to construction. Contractor shall notify affected property owners of any disruption of service at least 2 days in advance.

Water Taps and Testing

All "wet" taps shall be completed by Water & Sewer staff. No tap on the City main will be made until final plans have been approved and all bonding requirements are met. The current Fee Schedule is available on the City's website in the Water & Sewer section. All water lines directly connected to the public water system and in excess of 20 l.f. shall have water quality testing completed by City staff.

Construction

The Contractor must have a signed set of plans on

site during construction. Fire protection lines on private property must be installed by a licensed Fire Sprinkler Contractor.

Street Cut Permits

For private construction projects that require cutting a street, curb, drive approach, or sidewalk, the Contractor will need to get a Street Cut Permit. The pavement will need to be replaced by the City's Contractor. Contact Linda Firsching at 268-4418 for Street Cut Permits and unit prices for pavement replacement.

Contacts:

Site Plan Examiner:
Central Inspection - Paul Hays 268-4663

Tap Fees/Approved Materials
Water & Sewer - Bill Perkins 268-4555

Water Line Plan Review:
Public Works - Debra Ary 268-4632

Sanitary/Storm/Paving Plan Review:
Public Works - Vicky Huang 268-4236

Bonding Requirements/Field Inspections
Public Works - Tom Mason 268-4574

Street Cut Permits
Public Works - Linda Firsching 268-4418

Fire Department - Cpt. Schowalter 268-4441
Fire Department - Cpt. Elson 268-4441

City of Wichita
455 N. Main - 8th Floor
Wichita, KS 67202

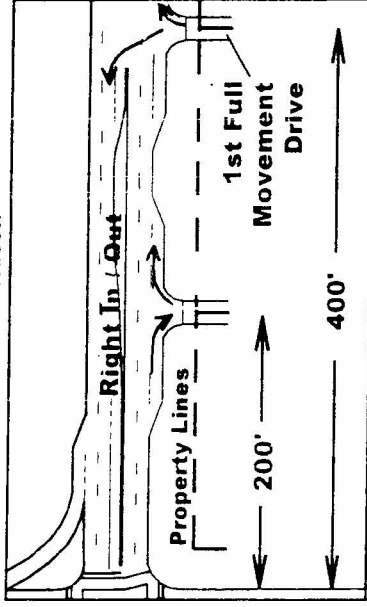
www.wichita.gov
August 2004

Prepared and Printed by:
Department of Public Works
Engineering Division



Driveway setback distances from arterial intersections

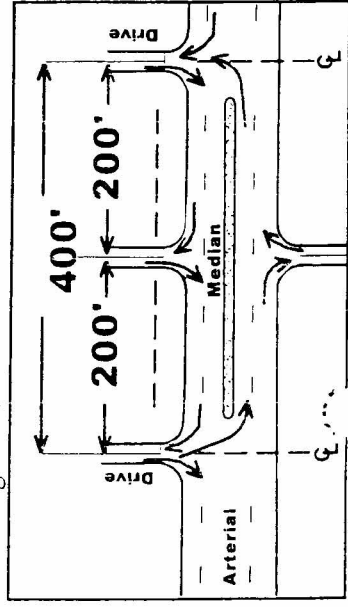
Driveway placement standards at arterial intersections are needed to reduce conflicts within the functional area. These requirements include a 200' setback for the first right-in/out driveway from an intersection. Requirements also include a 400' setback for the first full-turning movement driveway. Distances are measured from the point where the street ROW's intersect.



Driveway spacing along major arterials

Minimum spacing requirements are required to provide sufficient distance between drives for driver expectancy and traffic flow purposes. The following spacing standards will be required:

- 400' spacing between full-turning movement drives on the same side of the street;
- 200' spacing for drives that allow right turns only, in/out;
- 200' minimum offset for drives not lined up on opposite sides of arterials and not having conflicting left turns; and
- 400' offset for drives on opposite sides having conflicting turns.



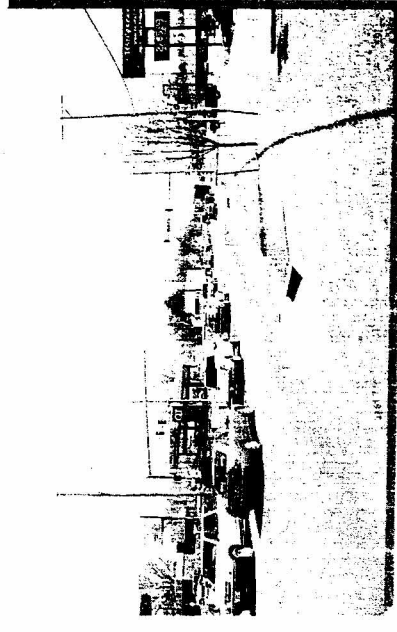
Guidelines applied to other cases

Access Management Regulations will generally be applied to zoning and platting cases. However, these regulations will also be applied to the issuance of new building permits which would significantly increase traffic onto a property by 25% or more due to expansion or change in use of that property.

Access Management Regulation initiatives

Access Management Regulations will be reviewed periodically to evaluate changes in the development and transportation environments. This will be performed in the same manner as has been recently done, by including an outside "interest" group to evaluate the need for and the alternatives to proposed changes.

Access Management Regulations



The City of Wichita, working with the development community through task force meetings, has established new access management regulations that include basic guidelines to promote traffic safety and efficiency along major streets. This policy was tailored for the community by considering land use needs, typical parcel sizes, traffic speeds, egress/ingress issues, parking lot configurations, and other design elements. The overall benefits include promoting economic vitality by accommodating traffic growth, increasing the market area, and providing safe and efficient access to businesses. This regulation will also encourage more travel along major streets, and fewer diversionary "through" trips on minor and local streets.

The following regulations will provide guidance for decisions concerning driveway placements, right-of-way (ROW) and cross-easement requirements, and traffic study needs for new development along major arterial streets, such as Rock Road, Harry, Maize, West Street, etc, that carry high traffic volumes. These will primarily apply to new subdivisions and site plans, and, to a limited extent, to building permits and curb cut applications.



CITY OF
WICHITA

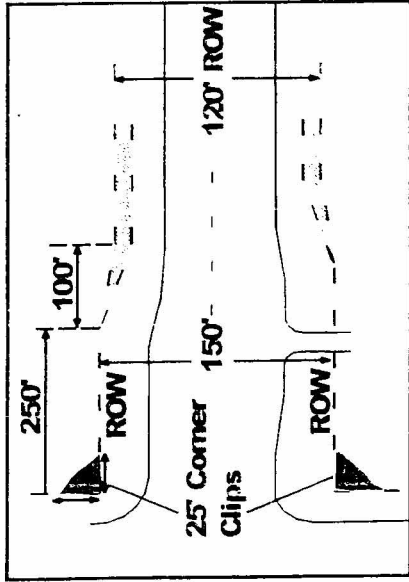
Access Management Regulations

*Public Works Department
Traffic Engineering Division*

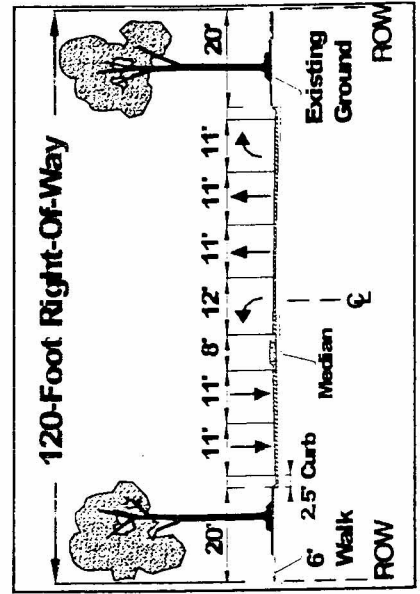
*Scott Logan, Traffic Engineer
[316] 268-4501*

ROW requirements at major intersections

Approaches at major intersections need sufficient ROW for turn lanes, medians, signals, landscaping, walks and bikepaths. Total ROW at approach is 150' (75' from section line) for a distance of 250' from the intersection. A 100' taper to the 120' ROW width required along the corridor. A 25'-by-25' corner clip will be required to accommodate signals and walks.

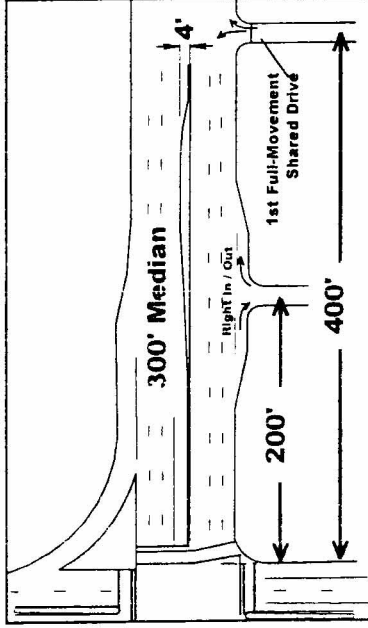


The non-intersection ROW requirement along a major arterial street will be 120' (60' from the centerline) to accommodate the typical configuration shown below:



Raised center medians at major approaches

Street construction standards will include raised center medians at all major street approaches, to lessen vehicular conflicts within the intersection functional area. This center median will be designed to a minimal 300' length with a 4' width or more for landscaping or aesthetic treatments.



Traffic Impact Studies

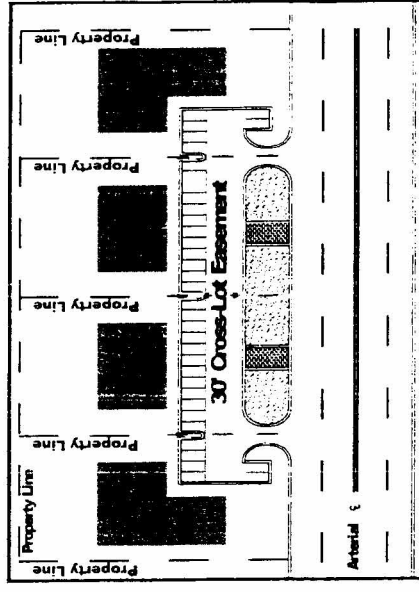
Traffic Impact Studies may be required, depending upon the potential impacts of the development on the adjacent street corridor and/or surrounding neighborhoods. Traffic impact reports will be required for:

1. Smaller development plans proposed in sensitive neighborhood areas where a number of concerns are raised;
2. Development plans, depending upon site sensitivity, which generate 100 - 499 trips in a peak hour; and
3. Development plans which generate 500 trips in a peak hour. A more detailed impact report will be required, to include level-of-service factors along abutting arterial streets and intersections.

Cross-lot access

Cross-lot access will be encouraged between adjacent properties to minimize driveway accesses along major arterial streets. In many cases, a minimum 30' width will be required between properties to provide connections to existing and/or future driveways.

The illustration shown below suggests a typical cross-lot easement diagram submittal that might be provided by a developer to describe their solution to joint-access and cross-circulation.



Deviations from standards

These regulations are established to provide access management for site developments along typical urban and rural arterial streets.

Deviations will be allowed in situations where the character of the site, development, street, or area presents unusual conditions where the application of standards under these conditions result in undue hardships or impracticalities.

You must contact the Pretreatment Staff at 529-9900 before installing any meters, as they are subject to approval by the Director of the Water & Sewer Department. Meter readings must be sent to the Water & Sewer Department on a monthly basis for billing purposes.

REMEDIAL GROUNDWATER DISCHARGE PROGRAM

Some facilities have contaminated groundwater which must be treated and discharged. The City prefers that these businesses seek other alternatives that the sanitary sewer to discharge the ground water. However, as a temporary measure, the City may accept the treated ground water if it meets Pretreatment Discharge Standards and capacity is available in the sanitary sewer. The discharge period is limited to a maximum five year term with annual permit renewals required. The business is required to monitor the discharge to assure that it meets pretreatment requirements. For a permit application, permit monitoring and fee requirements, contact the Pretreatment Office at 529-9900.

STORM WATER PROGRAM

Non storm water discharges to the City's storm water drainage system are prohibited without a permit. The City maintains a storm water program that includes storm water sampling. A pollution prevention program for businesses and enforcement of illicit discharges.

GREASE TRAP REQUIREMENTS

In 1994, the City implemented a Grease Trap Ordinance that requires all food establishments which meet specific criteria to install grease interceptors on their sewer line. New restaurants must install grease interceptors which are sized so that grease is not discharged in quantities which may negatively impact the sanitary sewer system. Existing restaurants without grease interceptors will be required to pay a monthly user fee. If they are found to be causing grease problems. In the sanitary sewer collection system, they will be required to install a grease interceptor. Maintenance and upkeep of the interceptor will be required, as well as proper disposal of the waste collected in the interceptor.

ORDINANCE INFORMATION

If you have any questions regarding the above program, or would like copies of the City Ordinances which pertain to the programs, please call or write the Pretreatment Office at:

Pretreatment Administrator
Wichita Water & Sewer Department
2305 E. 57th Street South
Wichita, Kansas 67216
Phone: 316-529-9900

PRETREATMENT PROGRAM

WICHITA WATER & SEWER DEPARTMENT

WICHITA, KANSAS

303-8703



As part of Wichita's NPDES Permit to discharge treated sewage to the Arkansas River, the City is required by the U.S. Environmental Protection Agency to implement and enforce the Federal Pretreatment Regulations, which include pollutant discharge standards for categorical industries (e.g. Metal Finishing, Foundries, Circuit Board Manufacturers, Oil Refineries), as well as general regulations for all Significant Industrial Users (SIU).

The City regulates all local industries which discharge pollutants into the sanitary sewer that may cause any interference or damage to the municipal sewage conveyance and treatment system, or cause the City's sewage treatment plant to violate it's NPDES Permit limitations.

These requirements place the City in the position of being a service provider and a regulator. The Water & Sewer Department strives to perform both duties well, by providing excellent water and sewer service to it's customers and by enforcing all Pretreatment Regulations in a fair and equitable manner.

To determine if your industrial process needs to be regulated by the City, first determine if the industry qualifies as a Significant Industrial User. If the industry meets the SIU criteria, then it must be issued an Industrial Wastewater Discharge permit by the City. The Permit will contain conditions and requirements the industry must meet to maintain compliance with all Federal, State and local Pretreatment Regulations

GENERAL SIU CRITERIA IS AS FOLLOWS:

- * The industry discharges at least 25,000 gallons per day of wastewater to the sanitary sewer.

- * The industrial process is identified as one of the Federal Pretreatment Categorical Industries. For a list of categorical industries, contact the Pretreatment Office at 529-9900.

- * The industry discharges a pollutant which could cause interference or damage to the Publicly Owned Treatment Works (POTW) or negatively impacts the receiving waters upon discharge or biosolids disposal requirements.

- * The industry discharges a waste stream which the Director of the Water & Sewer Department has reasonably determined requires issuance of an Industrial Wastewater Discharge Permit.

All SIU's permitted by the City are subject to a permit fee which is based on the industrial wastewater daily flow rates. Your best course of action is to contact the City's Pretreatment Office at 529-9900, and let them help you evaluate your need for a permit.

303-8100

EXTRA STRENGTH SEWAGE BILLING PROGRAM

In addition to the Pretreatment Regulations, the City also has a sewage surcharge program called the Extra Strength Program. If the industry discharges waste which contains high concentrations of treatable pollutants, the industry is sampled and billed on a monthly basis for the treatment of this "extra strength" waste. This assures that the treatment and disposal costs associated with wastewater with conventional pollutant concentration higher than residential wastes, will be paid for by the industry rather than the residential customer. Conventional pollutants billed by the Water & Sewer Department are:

- * Biochemical Oxygen Demand (BOD @ \$0.0899/lb.)

165

- * Total Suspended Solids (TSS @ \$0.0539)

643

- * Oil and Grease (O&G @ \$1.0597/lb)

2004

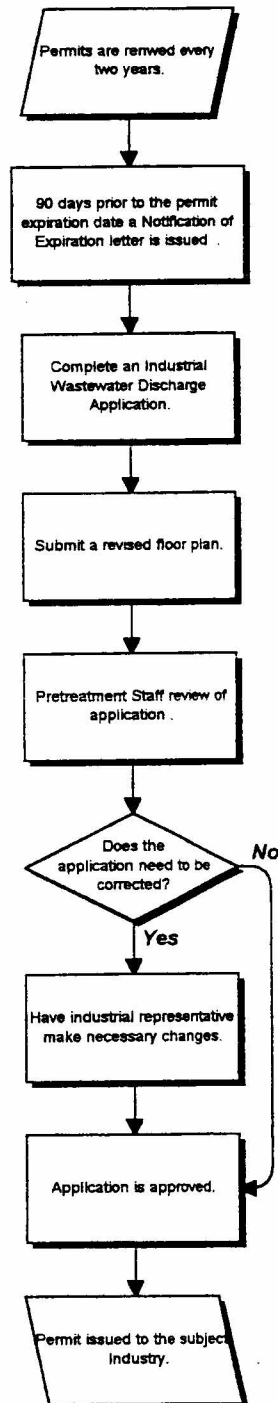
These rates are 1998, inside the City, and are assessed per pound per month based on the volume discharged and the analytical results of the samples collected during the monthly billing cycle. Outside the City, the rates are approximately 65% higher.

SEWER SERVICE USAGE AND BILLING

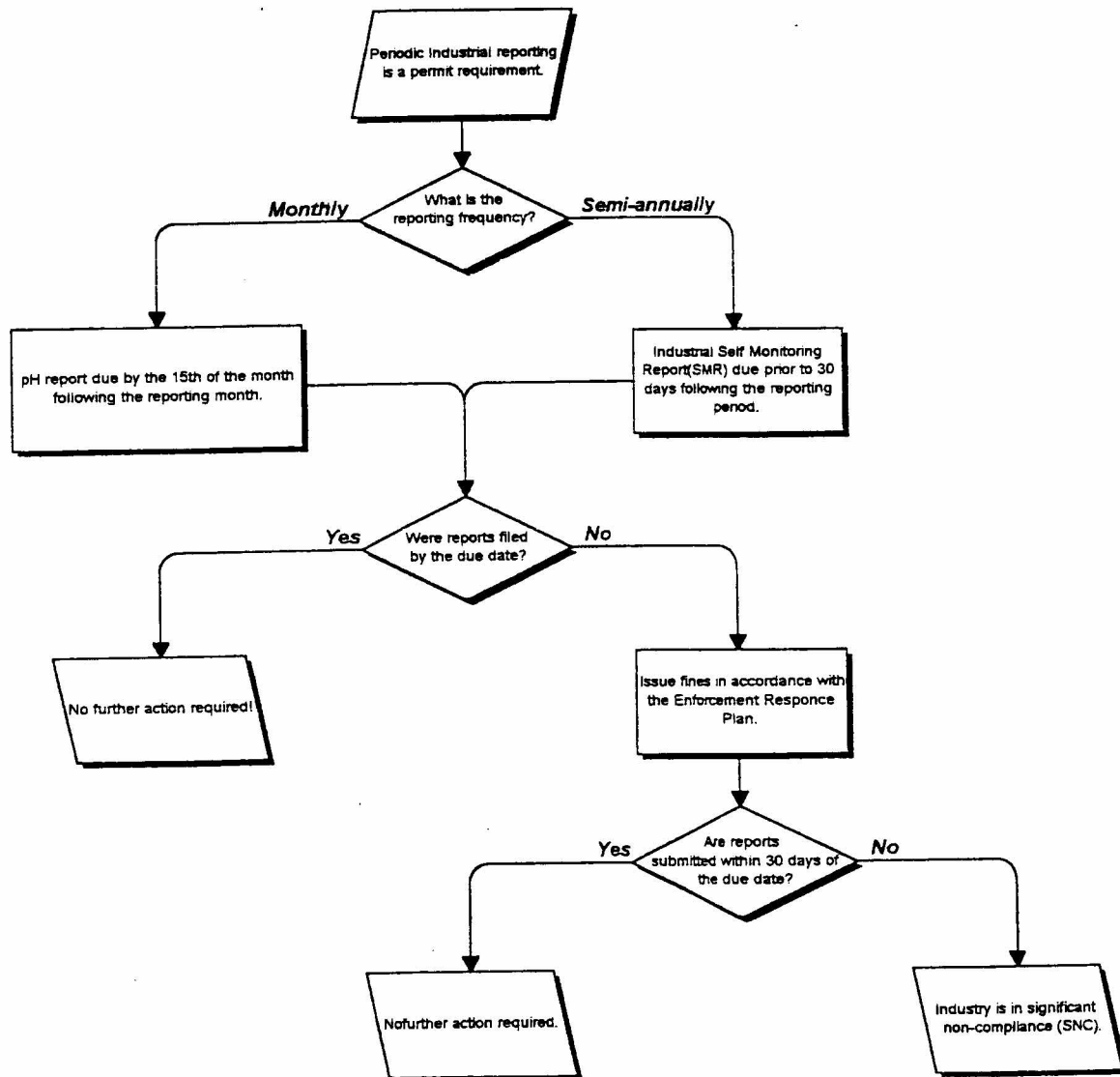
Your monthly sewer usage charge is based on the amount of City water consumed during the billing cycle. The rate per 1,000 gallons discharged per month is \$1.23 for inside the City customers and \$1.89 for outside the City customers. However, if the industry supplements it's City water usage with well water and discharges the total to the sanitary sewer, then the industry must either meter the well water consumed or install a totalizing meter at the point of wastewater discharge into the City sewage collection system.

Many industries discharge less water that is consumed, as a result of water being used in the product (e.g. commercial bakeries, soft drink manufacturers, concrete companies), or water evaporated during operations (e.g. boilers, cooling towers). In order to receive credit on the sewer bill, the industry must either meter the water which is not being discharged or install a totalizing meter at the point of wastewater discharge into the City's sanitary sewer system.

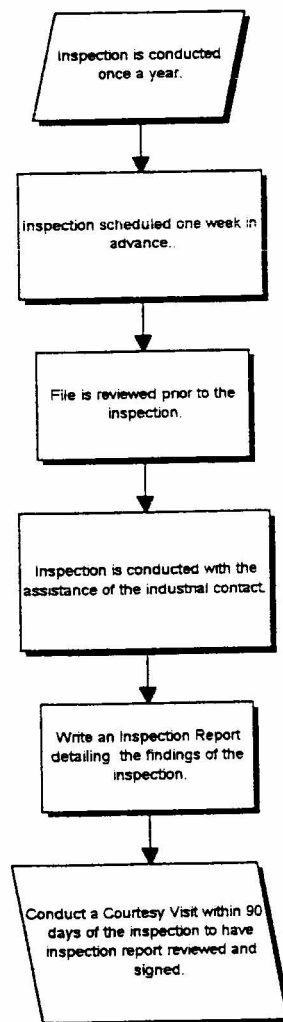
BI-ANNUAL PERMIT RENEWAL



INDUSTRIAL REPORTING REQUIREMENTS



ANNUAL INSPECTION



WICHITA WATER & SEWER DEPARTMENT

Local Limits Allocation - Daily Maximum Limits

Industrial Category:	I	II	III	IV	V	VI	VII	VIII
Kgal/day	0-10,000	10-20,000	20-30,000	30-60,000	60-100,000	100-200,000	200-500,000	>500,000
Total SIUs* /Category	21	4	5	12	1	3	6	1
Total Flow/Category (MGD*)	0.07	0.05	0.13	0.45	0.09	0.48	2.1	1.9
Percent Total SIUS	40%	8%	9%	23%	2%	6%	11%	2%
Daily Max Pounds	1.33%	0.95%	2.47%	8.54%	1.71%	9.11%	39.85%	36.05%
Parameter:	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L	Maximum Conc. Per Day - mg/L
Silver	38.5	5.13	1.97	1.71	8.55	1.60	0.37	0.40
Arsenic	2.24	0.21	0.11	0.10	0.50	0.09	0.02	0.02
Cadmium	9.54	0.91	0.49	0.42	2.12	0.40	0.09	0.10
Cyanide	9.8	0.93	1.31	0.44	2.18	0.41	0.09	0.10
Chromium	35.2	3.35	1.80	1.56	7.82	1.47	0.33	0.37
Copper	19.6	1.87	1.00	0.87	4.35	0.82	0.19	0.21
Mercury	0.007	0.0009	0.0004	0.0003	0.0016	0.0003	0.0001	0.00007
Nickel	87.34	8.31	4.48	3.88	19.39	3.64	0.83	0.92
Lead	59.9	5.70	3.07	2.66	13.30	2.49	0.57	0.63
Zinc	352	33.50	18.04	15.63	78.16	14.65	3.35	3.70

City of Wichita ELECTRICAL PERMIT APPLICATION

RESIDENTIAL ☐

COMMERCIAL ☐

STREET ADDRESS

BLDG. SUITE

ZIP CODE

SECONDARY ADDRESS

PROJECT

GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)

CONTRACTOR

LICENSE NO.

BUSINESS ADDRESS

TELEPHONE NO.

Complete All Items Where Applicable

	AUTHORIZED WORK		QTY		EA	FEE
CIRCUITS	1st. 2nd. 3rd. 4th. 5th		01		1.75	
	6th to 20 Inclusive		01		.60	
	All over 20		01		.30	
HTG APP	Heating Appliances Less Than 4500 W		02		1.75	
SPECIAL CIRCUITS AND ADDITIONS	Range or Heat	1st. 2nd. 3rd. or 4th	03		3.00	
	Device 4500 or Over	All Over 4	03		1.75	
	Clothes Dryer	1st. 2nd. 3rd. or 4th	04		3.00	
		All Over 4	04		1.75	
	Special Power Outlet or Feeder Circuit		05		3.00	
	Sign. Per Circuit		06		1.75	
	Outlets Added to Existing Circuits		07		.25	
	FIXTURES	Light Fixtures or Lampholding Devices		08		.25
MOTORS AND AIR COND.	1 HP or Less		09		1.25	
	Over 1 HP. To 10 Hp.. Inclusive		10		1.75	
	Over 10 HP. To 25 HP.. Inclusive		11		3.50	
	Over 25 HP. To 50 HP.. Inclusive		12		5.75	
	Over 50 HP.		13		12.00	
SERVICE (New/Change)	480 Volts or Less	Per Meter (100 Amps or Less)	14		2.25	
		Each Additional Amp	14		.02	
	Over 480 Volts	Each Service Entrance	15		30.00	
Miscellaneous	Construction Service (480 Volts or Less)		16		6.00	
	Construction Service (Over 480 Volts)		17		6.00	
	Other Special Wiring		18		3.00	
	Circuits – Additions or Extentions added to exisiting circuits		19		.25	
	Miscellaneous		20		.25	
	Permit Issuance Fee			1	12.00	12.00
MINIMUM FEE \$25.00			TOTAL			

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN ST.
WICHITA, KS 67202

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA

Fax No. (316) 268-4663

APPLICANT'S SIGNATURE _____ (REV. January, 2000)

City of Wichita MECHANICAL PERMIT APPLICATION

STREET ADDRESS

BLDG. SUITE

ZIP CODE

SECONDARY ADDRESS

PROJECT

GENERAL CONTRACTOR PERMIT NUMBER (If Applicable)

CONTRACTOR

LICENSE NO.

BUSINESS ADDRESS

TELEPHONE NO.

COMPLETE ALL ITEMS WHERE APPLICABLE

RESIDENTIAL

CHECK APPROPRIATE SPACES	INDICATE HP OR BTU INPUT PER UNIT	NUMBER OF UNITS INSTALLED	FEE PER UNIT	SUB TOTAL
Permit Issuance Fee		1	\$18.00	\$18.00
Forced Air Furnace M Btu/h			\$14.50	
Air Handler & Duct Work			\$14.50	
A/C HP With Coil (Remove Vent? Yes <input type="checkbox"/> No <input type="checkbox"/>) Without Coil			\$7.50	
Heater: Unit Wall Room Floor Furnace			\$10.50	
Appliance Vent Relocate/Remove/Replace: A-Coil only _____ Dryer _____ Furnace _____ Water Heater _____ Fire Place _____ Boiler _____			\$7.50	
Alterations or Addition to Any Equipment			\$7.50	

COMMERCIAL

AIR CONDITIONING			REFRIGERATION UNIT		ABSORPTION UNIT		
3 HP or Less	With Coil	Without Coil			\$7.50		
Over 3 Inc. 15 HP	With Coil	Without Coil			\$13.50		
Over 15 Inc. 30 HP	With Coil	Without Coil			\$18.00		
Over 30 Inc. 50 HP	With Coil	Without Coil			\$27.00		
Over 50 HP	With Coil	Without Coil			\$45.00		
100M or Less Btu/h	Absorption Unit				\$7.50		
Over 100M Inc. 500M Btu/h	Absorption Unit				\$13.50		
Over 500M Inc. 1,000M Btu/h	Absorption Unit				\$19.50		
Over 1,000M Inc. 1,750M Btu/h	Absorption Unit				\$27.00		
Over 1,750M Btu/h	Absorption Unit				\$45.00		
Air Handling Unit & Ducts Work					\$14.50		
Evaporative Cooler					\$9.50		
Ventilation Fan Over 500CFM Connected to a Single Duct					\$7.50		
Ventilation System					\$9.50		
Each Hood Served By a Mechanical Exhaust					\$9.50		
Boiler (Any Size)					\$7.00		
Forced Air Furnace	M Btu/h				\$14.50		
Commercial Type Incinerator					\$36.00		
Any Appliance or Piece of Equipment Regulated by this Code - No Other Fee Listed					\$7.50		
Investigation fees are \$100.00 Re-Inspection fees are \$25.00						TOTAL	

Investigation fees are \$100.00 Re-Inspection fees are \$25.00

TOTAL

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN
WICHITA, KS 67202-1600

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA
Fax No. (316) 268-4663

APPLICANTS SIGNATURE _____ (REV. 10/00)

City of Wichita PLUMBING PERMIT APPLICATION

RESIDENTIAL ☐

COMMERCIAL ☐

STREET ADDRESS	BLDG.	SUITE	ZIP CODE	SECONDARY ADDRESS
PROJECT		GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)		
CONTRACTOR			LICENSE NO.	
BUSINESS ADDRESS			TELEPHONE NO.	

COMPLETE ALL ITEMS WHERE APPLICABLE

PERMIT FEES			
ITEMS	FEE PER UNIT	QTY.	AMOUNT
Waste Openings	\$3.50		
Reconnect Moved Bldg.	\$12.00		
Backflow Device	\$3.50		
Interior Rainwater Drain	\$3.50		
Gas Meter Loop / Pressure Test	\$5.00		
Gas Opening / Pressure Test	\$2.50		
Water Service New or Replacement	\$3.50		
Water Service (Per Mobil Home)	\$3.50		
Water Heater New or Replacement	\$3.50		
Lawn Sprinklers	\$9.00		
Fire Sprinklers (Valuation) 15.00 per Thousand Valuation	\$15.00		
Standpipes (Number of Risers)	\$36.00		
Miscellaneous	\$4.50		
PERMIT ISSUANCE FEE	\$18.00		\$18.00
TOTAL			

***Minimum Permit Fee \$25.00**

Investigation fees are \$100.00 Re-Inspection fees are \$25.00

Is permit involved with food preparation area or kitchen waste plumbing? Yes _____ No _____

If any remodeling of the commercial food preparation of kitchen waste plumbing facilities are subject to a permit issued by the Office of Central Inspection, the existing food service facility shall be required to install an approved, properly sized grease interceptor. Please contact the Water & Sewer Dept., Sewage Treatment Division, 529-9900, for the requirements.

FORWARD TO: OFFICE OF CENTRAL INSPECTION
CITY HALL, 7TH FLOOR
455 N. MAIN
WICHITA, KS 67202-1600

MAKE CHECKS PAYABLE TO:
CITY OF WICHITA

Fax No. (316) 268-4663

APPLICANTS SIGNATURE _____ (REV. 10/00)

City of Wichita SEWER PERMIT APPLICATION

SANITARY SEWER PERMIT ☐

STORM SEWER PERMIT ☐

STREET ADDRESS		BLDG.	SUITE	ZIP CODE	SECONDARY ADDRESS
<hr/>					
LEGAL DESCRIPTION	NAME OF ADDITION		LOT NUMBER		BLOCK NUMBER
<hr/>					
PROJECT		GENERAL CONTRACTOR BUILDING PERMIT NUMBER (If Commercial)			
<hr/>					
CONTRACTOR				LICENSE NO.	
<hr/>					
BUSINESS ADDRESS				TELEPHONE NO.	

MAKE CHECKS PAYABLE TO: CITY OF WICHITA

Permit Fee: \$30.00	Mail Permit To: OFFICE OF CENTRAL INSPECTION	Fax To:
Re-Inspection fees: \$25.00	CITY HALL, 7TH FLOOR	(316) 268-4663
Investigation fees: \$100.00	455 N. MAIN	
	WICHITA, KS 67202-1600	

.....
A SEPARATE PERMIT NUMBER AND FEE (\$30.00) IS REQUIRED FOR EACH OF THE FIVE CATEGORIES SELECTED BELOW:

<input type="checkbox"/>	New Connection:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Residential	<input type="checkbox"/>	Commercial	
<input type="checkbox"/>	Main Building	<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>
<input type="checkbox"/>	Off Septic	<input type="checkbox"/>	Mud & Oil Trap Incl.	Modular/Mfg. Bldg/Mobile Home
		<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Repair / Replacement:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Full Replacement (Bldg to City main)	<input type="checkbox"/>	Open cut OR	<input type="checkbox"/>
<input type="checkbox"/>	Partial Replacement (location _____)	<input type="checkbox"/>	Pipe burst	Install cleanout only
<input type="checkbox"/>	Mud & Oil Trap Incl.	<input type="checkbox"/>	Repair: (location _____)	
		<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Re-connection:	(Seal off permit required for original connection location. Check appropriate box(s) below)		
<input type="checkbox"/>	Reroute & replace existing line with new tap to City main	<input type="checkbox"/>	Other: (Explanation)	_____
<input type="checkbox"/>	Seal Off:	(Check appropriate box(s) below)		
<input type="checkbox"/>	Building to be wrecked	<input type="checkbox"/>	Building to be moved	<input type="checkbox"/>
<input type="checkbox"/>	Other: (Explanation) _____	<input type="checkbox"/>	Main Building	AND/OR <input type="checkbox"/>
			Accessory Building	
<input type="checkbox"/>	Grease Interceptor:	(Indicate size below)		
	No. Gallons _____	No. Tanks _____	<input type="checkbox"/>	Connect to bldg service line OR <input type="checkbox"/>
				Separate City main

AN ALLEY, STREET, CURB OR SIDEWALK CUT REQUIRES A PERMIT FROM THE PUBLIC WORKS DEPARTMENT - CALL (316) 268-4501 FOR INFORMATION

.....
AUTHORIZED PERSON'S SIGNATURE _____ DATE: _____

(ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE WORK WILL BE COMPLIED WITH. THE GRANTING OF A PERMIT DOES NOT GIVE AUTHORITY TO VIOLATE THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW REGULATING OR THE PERFORMANCE OF CONSTRUCTION.)

JOB SITE INSPECTION RECORD
New Construction/Additions
COMMERCIAL

Street Address _____

Permit Number _____

**FIRST NOTICE - - THIS JOB REQUIRES BMPS PER
WICHITA CITY CODE SECTION 16.32**

INSPECTOR WILL SIGN APPROPRIATE SPACE AS EACH IS COMPLETED

INSPECTION	DATE	INSPECTOR
Foundation		
Setback _____		
Footing _____		
Foundation Wall _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Concrete Floor Slabs		
Electrical (groundwork) _____		
Plumbing (groundwork) _____		
Reinforcing _____		
Perimeter Heating _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Electric Wall Rough		
Plumbing Wall Rough _____		
Roof Drains _____		
Gas Piping _____		
Heating & Ventilating Wall Rough		

ABOVE MUST BE SIGNED BEFORE FRAME INSPECTION

Roofing _____		
Red Iron _____		
Framing _____		

ABOVE MUST BE SIGNED BEFORE WALLS ARE COVERED

Electrical Ceiling Rough _____		
Electrical Ceiling Final _____		
Plumbing Ceiling Rough _____		
Heating & Ventilating Ceiling Rough _____		
Framing Ceiling _____		

ABOVE MUST BE SIGNED BEFORE CEILINGS ARE COVERED

INSPECTION	DATE	INSPECTOR
Wall Covering		
Wallboard _____		
Insulation _____		

Miscellaneous		
Electrical Service _____		
Sewer _____		
Refrigeration _____		
Fireplaces _____		

Final		
Building _____		
Electrical _____		
Plumbing _____		
Htg., Vent. & A/C _____		
(Fire Dept.) Sprinklers _____		
Alarm System _____		
Exhaust Hood _____		
Fire Hydrants _____		
Site Work		
Parking Lot _____		
Screening _____		
Sidewalks _____		
Grading _____		
Landscape _____		

Elevator _____ Escalator _____

ELECTRICAL
(partial roughs)

PLUMBING
(partial roughs)

FIRE DEPARTMENT (partial inspections)

Sprinkers			
Alarm System			
Exhaust Hood			

[illegible][illegible]

FIRE DEPARTMENT (partial inspections cont.)

Sprinklers			
------------	--	--	--

Alarm System			
--------------	--	--	--

Exhaust Hood			
--------------	--	--	--

JOB SITE INSPECTION RECORD		COMMERCIAL	
POST THIS CARD AT OR NEAR FRONT OF JOB SITE		IF LOST \$15.00 TO REPLACE	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____</p> <p>Street Address</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Permit Number</p> </div> </div>			
<p>Nature of Work _____</p> <p>Owner _____</p> <p>Contractor _____</p>		<p>ZONE DIST.</p>	<p>TYPE</p>
		<p>OCCUPANCY</p>	

Date _____

JOB SITE INSPECTION RECORD *Remodels & Minor Additions* **COMMERCIAL**

POST THIS CARD AT OR NEAR FRONT OF JOB SITE

IF LOST \$15.00 TO REPLACE

Street Address _____

Building Permit Number _____

Nature of Work _____

Zone Dist. _____

Type _____

Owner _____

Occupancy _____

Contractor _____

**FIRST NOTICE - - THIS JOB REQUIRES BMPS PER
WICHITA CITY CODE SECTION 16.32**

INSPECTOR MUST SIGN APPROPRIATE SPACE

INSPECTION	DATE	INSPECTOR
Foundation		
Setback _____		
Footing _____		
Foundation Wall _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Concrete Floor Slabs		
Electrical (groundwork) _____		
Plumbing (groundwork) _____		
Reinforcing _____		
Perimeter Heating _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Rough Electrical _____		
Rough Plumbing _____		
Gas Piping _____		
Heating & Ventilating _____		

ABOVE MUST BE SIGNED BEFORE FRAME INSPECTION

Roofing _____		
Framing _____		

ABOVE MUST BE SIGNED BEFORE WALLS ARE COVERED

INSPECTION	DATE	INSPECTOR
Wall Covering		
Lath & Plaster _____		
Wallboard _____		
Insulation _____		

DO NOT POUR CONCRETE UNTIL ABOVE IS SIGNED

Miscellaneous		
Sewer _____		
Refrigeration _____		
Electrical Underground _____		

Final		
Building _____		
Electrical _____		
Plumbing _____		
Htg., Vent. & A/C _____		
Sprinklers (Fire Dept.) _____		

Site Work		
Parking Lot _____		
Screening _____		
Sidewalks _____		
Grading _____		

**CERTIFICATION: The above job has been inspected as noted and is hereby entitled to be issued a
CERTIFICATE of OCCUPANCY as noted. _____ / _____ / _____**

CERTIFICATE OF OCCUPANCY

Temporary ☐

Partial ☐

Full ☐

Conditions:

☐ Unrestricted

☐ Restricted as follows:

STREET ADDRESS

Certificate of Occupancy

City of Wichita, Kansas

Office of Central Inspection

This Certificate issued pursuant to the requirements of Title 18 of the Code of The City of Wichita, Kansas, certifying that at the time of issuance this structure received all required inspections and to the best of our knowledge and belief was in compliance with the various ordinances of the City of Wichita regulating building construction or use. This Certificate in no way warrants or guarantees workmanship in the structure and the City of Wichita will not be liable for any noncompliance with the code.

Office of Central Inspection by _____

Date _____

**THE CITY OF WICHITA
OFFICE OF CENTRAL INSPECTION
455 NORTH MAIN STREET, 7TH FLOOR
WICHITA, KANSAS 67202**

We hereby open our irrevocable credit in your favor available by your drafts at sight on us for a sum not exceeding \$ _____ for the account of _____ (OBLIGOR) to be accepted by your signed statement that drawing is due to default or failure to perform by OBLIGOR the improvement(s) specified below on or before _____ in _____ (Date)

(Legal Description and Address or CUP Number if applicable.)

A subdivision of the City of Wichita, Kansas:

The improvements are:

1. _____

or as shown on attachment.

Acting through the Superintendent of the Office of Central Inspection, you will notify us when either:

1. The improvement(s) have been timely completed and the Letter of Credit may be released; or
2. The OBLIGOR has failed to perform or is in default hereunder.

All drafts drawn hereunder must be marked: "Drawn under _____, (Name of Bank)

Credit No. _____ Dated _____."

The amount of any draft drawn under this credit must, concurrently with negotiation be endorsed on the reverse side thereof and the presentment of any such draft shall be a warranty by the negotiating bank that such endorsement has been made and that documents have been forwarded as herein required.

Except so far as otherwise expressly stated herein, this credit is subject to the Uniform Customs and Practices for Commercial Documentary Credits fixed by the 13th Congress of the International Chamber of Commerce.

We hereby agree with the drawers, endorsers and bona fide holders of drafts under and in compliance with the terms of this credit that the same shall be duly honored on due presentation and delivery of documents as specified if negotiated on or before _____ (Insert a date at least 60 days from the above date.)

(Corporate Seal)

Name of Bank

By: _____
(Authorized Signature)

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: August 25, 2004 (Revised)
March 6, 1996 (Original)

SUBJECT: Acceptable Construction Tolerances

**CODE
SECTION (S):** ADA 3.2 (Dimensional Tolerances)

QUESTION: What are acceptable construction tolerances for field conditions involving ADA restroom fixtures and drinking fountains?

ANSWER: In applying ADA dimensions for restroom fixtures and drinking fountains, OCI will accept the following as **maximum** construction tolerances in final field installations.

<u>Required Dimension</u>	<u>Acceptable Tolerance</u>
18 inches required to center-line of toilet	1/2 inch tolerance
27 inches required knee space under lavatories	No tolerance
34 inch max. dimension to top of lavatory	1/2 inch tolerance (34" to 34.5")
All other ADA dimensions for restroom fixtures and drinking fountains (excluding curb heights of showers)	1/4 inch tolerance

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)
REVISED BY: Kurt A. Schroeder

**OFFICE OF CENTRAL INSPECTION
POLICY/ INTERPRETATION
THE CITY OF WICHITA**

DATE: March 7, 1996

SUBJECT: Minimum Details Required on Submitted Plans for ADA Restrooms

CODE SECTION: ADA Sections 4.16 Through 4.23

POLICY: Prior to issuance of a building permit, restrooms should be sufficiently detailed on the submitted plans to ensure compliance with ADA regulations. At minimum, floor plans should indicate accurately scaled locations of restroom fixtures; location, size and swing of doors; the required 60 inch or T-shaped turning space; the clear floor space required at all fixtures; and the location of grab bars. Appropriate dimensions should be included as a part of the floor plans. It is recommended that elevations of mounting heights also be provided.

In the event that minor elements are deficient on the plans, and/or elevations are not provided, Plan Reviewers will attach standard ADA details to the plans with a standard write-up comment as follows:

Restroom facilities shall comply with the current guidelines of the Americans with Disabilities Act (ADA). Plans are deficient in showing all the requirements necessary for full compliance. Standard details are attached to the plans and shall become a part of the specifications for this project. Any field revisions necessary to assure compliance with these details shall be required.

This will only be used when floor plans indicate sufficient space to ensure compliance with ADA. If not, the plans will need to be revised and resubmitted for approval.

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)

APPROVAL: Kurt Schroeder, Superintendent of Central Inspection

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: March 28, 1996
SUBJECT: Drinking Fountains

CODE
SECTION(S) : ADA Sec. 4.1.3

QUESTION: When only one drinking fountain is required per UBC, must a second fountain or hi-lo fountain be installed to accommodate both people in wheelchairs and people who have difficulty bending or stooping?

ANSWER: ADA states that people with both types of disabilities must be accommodated, and this can be accomplished by: installation of a hi-lo fountain; installation of two fountains at heights accommodating both disabilities; providing a fountain at accessible height and a water cooler or; such other means as would achieve the required accessibility for each group on each floor.

So as not to require small offices and businesses undue hardship and expense, OCI will not require installation of an additional fountain or a hi-lo fountain when only one fountain is required per UBC Table A-29-A; which is defined as those occupancies with occupant loads (not design loads) between 30 and 150. When only one drinking fountain is required by UBC, a wheelchair accessible fountain complying with ADA 4.15 shall be installed and a cup dispenser shall be installed adjacent to the fountain to accommodate individuals with bending and stooping problems. Occupant loads over 150 shall be required to install a hi-lo fountain or two fountains at the required heights to accommodate both disabilities.

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)
APPROVAL: Kurt Schroeder, Superintendent of Central inspection

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: March 7, 1996

SUBJECT: Door Swings in Restroom Facilities for Individual Use

CODE

SECTION (S): ADA Sec. 4.23.2 and ANSI 4.16

QUESTION: May doors of a restroom designed for individual use swing into the required turning space and/or the clear floor space required at restroom fixtures?

ANSWER: Neither ADA or ANSI prohibits doors from swinging into the clear turning space. ADA prohibits doors from swinging into the clear floor space for any fixture; while ANSI allows swinging into the clear floor space required for fixtures if the restroom is for individual use or a clear space of 30 x 48 inches is provided beyond the arc of the door swing within the room.

OCI will allow individual use restrooms which are provided with privacy locks and without stalls to swing doors into the clear floor space required at one fixture only. The other fixture(s) must be provided with the required floor space(s) beyond the arc of the door swing within the room.

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)

APPROVAL: Kurt Schroeder Superintendent of Central Inspection

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: March 28, 1996

SUBJECT: ADA Maneuvering Clearances at Doors

CODE

SECTION(S) : ADA Sec. 4.13.6 and ADA Fig. 25

QUESTION: What is the maneuvering clearance required at the pull side of doors placed on angled walls, doors equipped with hold-open devices, or doors with column obstructions adjacent to the pull side?

ANSWER: A door on a wall which is angled at a minimum of 135 degrees from the wall adjacent to the latch side of the door (on the pull side) may reduce the pull side clearance required adjacent to the latch side of the door by a maximum of 6 inches, thus requiring a minimum of 12 inches adjacent to the latch side of the door. The remainder of the maneuvering space required shall be clear of all obstructions. (This results in allowing a maximum of a 6 inch right triangle to be eliminated from the forward latch side corner of the required maneuvering space.)

Doors which are placed on hold-open devices may eliminate the pull side clearance required adjacent to the door as long as the doors are maintained in the open position and as long as another exit path is available to all occupants served by the door on the hold open device. This exception should primarily be used only in the case of alterations of existing buildings and should be avoided in new buildings, when possible.

A column obstruction adjacent to the pull side of the door may extend a maximum of 6 inches into the maneuvering space required by ADA. This should be avoided if possible and will only be allowed when dealing with alterations to existing buildings.

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)

APPROVAL: Kurt Schroeder Superintendent of Central Inspection

OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA

POLICY STATEMENT/INTERPRETATION

DATE: March 28, 1996

SUBJECT: Private Restroom Facilities

**CODE
SECTION(S):** ADA Sec 4.1.3

QUESTION: What design is acceptable to show the required adaptability of a private restroom serving a private office or workspace?

ANSWER: ADA requires that toilet rooms provided for the use of occupants of specific spaces be adaptable. OCI will interpret this to be limited to a restroom that is within and serves a single private office or work space (housing only one occupant); or may be a restroom shared between the occupants of two private offices or work spaces as long as each area is limited to one occupant so that the restroom is limited to use by a maximum of two people. Access to the private restroom may only be through the private office(s) or work space(s).

These private facilities may be designed without the turning space required in accessible restrooms and without the fully accessible fixtures as long as an alternate plan is submitted to Plan Review, prior to issuance of a building permit, showing how the restroom can be modified for future accessibility. Water closets will still be required to be installed at the 18 inch to centerline spacing from the wall. Further, the alternate plan submitted showing the method of providing future accessibility should not require the moving of any walls except those within the private office(s) or work space(s) which the restroom serves. The alternate plan will be microfilmed with the plans for future reference.

WRITTEN BY: Mary Lynn Jenkins (as proposed by the ADA focus group)

APPROVAL: Kurt Schroeder Superintendent of Central Inspection

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: March 28, 1996

SUBJECT: Unisex Accessible Restrooms

**CODE
SECTION(S):** ADA Sec. 4.1.6

QUESTION: When is a unisex accessible restroom allowed?

ANSWER: In alterations (which include additions), ADA allows the installation of at least one unisex restroom per floor, in lieu of modifying existing toilet facilities when the modification required is technically infeasible. In buildings with public access, the unisex restrooms shall be located in the same area as existing toilet facilities. In buildings where the restroom facilities are used only by the employees, new unisex rest rooms may be provided at a location elsewhere in the building, as long as it is at a location convenient for all employees of the building.

Unisex restrooms may not be used to satisfy the minimum number of fixtures required by DEC for the entire facility. Therefore, if an addition to a building increases the number of plumbing fixtures required by DEC above what is already provided in the existing building, accessible restroom facilities will be required to be added for both sexes, either by modification of existing facilities to comply with ADA or by addition of facilities for both sexes to meet the required plumbing fixture count.

In small alterations or additions where additional plumbing fixtures are not triggered by the addition/alteration, restrooms in full compliance with ADA will not be required if modification of existing restroom facilities or the addition of a new unisex restroom exceeds the twenty percent disproportional clause of the ADA. However, other items will be required to make the path of travel accessible to the extent possible without going over the 20 percent.

This policy is not applicable to change of occupancies where the change is to a more restrictive and higher density (as to occupant load) use, such as from a retail or warehouse occupancy to a restaurant. Fully accessible restroom facilities will be required with these changes of occupancies.

**OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA**

POLICY STATEMENT/INTERPRETATION

DATE: March 28, 1996

SUBJECT: Facilities for Children

CODE

SECTION(S): ADA Title III ADAAG

QUESTION: What are the ADA requirements in facilities designed for children?

ANSWER: Until Federal legislation is adopted for facilities designed for children, the Department of Justice has recommended that OCI use the best information available when considering facilities designed for children, such as daycares and schools. Therefore OCI will require the designer/owner to design these facilities using the requirements of the "Accessibility Standards for Children's Environments, Summary of the Final Technical Report" (1992) by North Carolina State University.

Additional information provided by a designer/owner to support other criteria desired to be used in the design of a particular children's environment (with regards to accessibility), may be considered for acceptance by OCI until Federal legislation is adopted.

WRITTEN BY: Mary Lynn Jenkins (OCI policy)

APPROVAL: Kurt Schroeder, Superintendent of Central Inspection

Office of Central Inspection
Barrier Removal Substantiation Form

ADAAG 4.1.6(2)... In Addition to the requirements of 4.1.6(1), an alteration that affects or could affect the usability of or access to an area containing a **primary function** shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and useable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope (as determined under criteria established by the (U.S.) Attorney General).

28 CFR 36.403 (ADA, Title III regulations)

(a) ... An alteration that affects or could affect the usability of or access to an area of a facility that contains a **primary function** shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and useable by individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration.

(b) **Primary function** ... is a major activity for which the facility is intended ... Mechanical rooms, boiler rooms, supply storage rooms, employee lounges or locker rooms, janitorial closets, entrances, corridors, and restrooms are not areas containing a primary function.

(c) **Path of travel** (1) ... includes a continuous, unobstructed way of pedestrian passage by means of which the altered area, may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.

(2) An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear paths through lobbies, corridors, rooms and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements.

(3) ... also included the restrooms, telephones, and drinking fountains serving the altered areas.

(f) **Disproportionality.** (1) Alterations made to provide an accessible path of travel to the altered area will be deemed disproportionate to the overall alteration when the cost exceeds 20% of the cost of the alteration to the primary function area.

(2) Costs that may be counted as expenditures required to provide an accessible path of travel may include: making an accessible entrance and route to the altered area; and making restrooms, telephones, drinking fountains serving the altered area accessible.

(g) **Duty to provide accessible features in the event of disproportionality.** (1) When the cost of alterations necessary to make the path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the path of travel shall be made accessible to the extent that it can be made accessible without incurring disproportionate costs.

Construction cost of alteration \$ _____ Required 20% cost \$ _____

Priority should be given to those elements which provide the greatest access, in the following order:

- | | |
|---|----------|
| 1. Accessible entrance | \$ _____ |
| 2. Accessible route to the altered area | \$ _____ |
| 3. Accessible restroom(s) for each sex or single unisex restroom(s) | \$ _____ |
| 4. Accessible telephone(s) | \$ _____ |
| 5. Accessible drinking fountain(s) | \$ _____ |
| 6. Additional accessible elements such as parking, storage, alarms,
elevators, signage, hardware, etc. | \$ _____ |

Total cost of accessible elements: \$ _____

Acknowledgment:

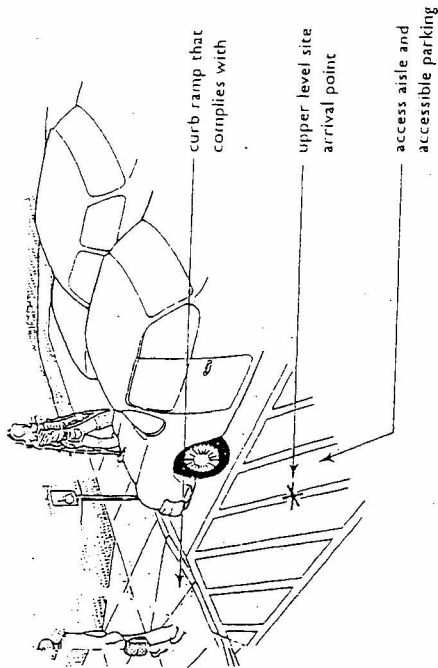
Sign

Title

Print

Date

Office of Central Inspection City of Wichita Plan Review Section



Accessible Parking

Accessible Parking: Parking Stall Layout Accessible Parking Sign Requirements Parking

Note:

Ramp cannot be part of accessible aisle

Site Plans:

Large scale plan and of accessible parking space and parking sign should appear on the site plan as well as sign dimensions and detail

Parking and Passenger Loading Zone

The increasing use of vans with side mounted lifts or ramps by persons with disabilities has necessitated some revisions in specifications for parking spaces and adjacent access aisles. The typical accessible parking spaces is 96 in (2440 mm) wide with 60 in (1525 mm) access aisle. However, this aisle does not permit lifts or ramps to be deployed and still leave room for a person using a wheelchair or other mobility aid to exit the lift platform or ramp. In tests conducted with actual lift/van/ wheelchair combinations, (under a Board-sponsored Accessible Parking and Loading Zone Project) research found that a space and aisle totaling almost 204 in (5180mm) wide was necessary to deploy a lift and conveniently. The "van" accessible parking space required by these guidelines provide a 96 in (2440 mm) wide space with a 96 in (2440mm) adjacent access aisle which is just wide enough to maneuver and exit from a side mounted lift. If a 96 in (2440 mm) access aisle is placed between two Spaces, two "van accessible" spaces are created. Alternatively, if the wide access aisle is provided at the end of a row (an area often unused), it may be possible to provide the wide access aisle without additional space. A sign is needed to alert van users to the presence of the wider aisle, but the space is not intended to be restricted only to vans.

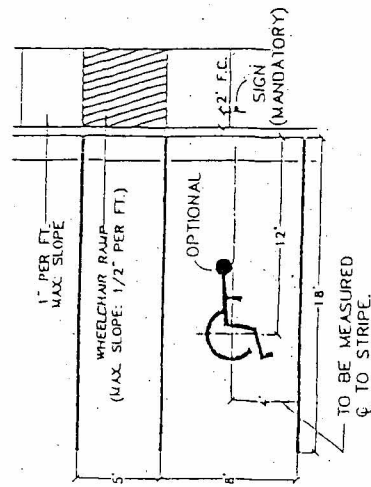
Accessible Parking

Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrance.

Accessible Parking Space Size

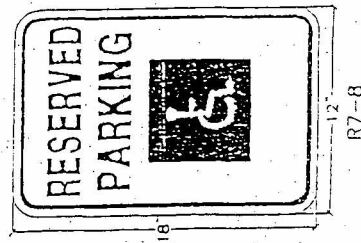
Accessible parking spaces shall be at least 96-inches wide. Parking access aisles shall be part of an accessible route to the building or facility entrance and shall comply with 4.3. Two (2) accessible parking spaces may share a common access aisle. Parking spaces and access aisle shall be level with surface slope not exceeding 1:50 in all directions

Parking Stall layout:



Accessible parking spaces shall be at least 96-inches wide. Parking access aisle shall be part of an accessible route to the building or facility entrance and shall comply with 4.3. Two (2) accessible parking spaces may share a common access aisle. Parking spaces and access aisles shall be level with surface slope not exceeding 1:50 in all directions.

Handicap Stall Sign:



NOTES:
VAN ACCESSIBLE
STALL TO BE 16' WIDE
ALL OTHER HANDICAPPED
STALLS TO BE 13' WIDE.
REQUIRED HANDICAPPED SIGN
SHALL BE 60"-72" ABOVE
SURFACE OF PARKING SPACE.
ACCESSIBLE PARKING SPACES
SHALL BE LOCATED ON THE
SHORTEST ACCESSIBLE ROUTE
TO ACCESSIBLE ENTRANCE.
PARKING SPACES & ACCESS
AISLES SHALL BE LEVEL WITH
SURFACE.
SLOPES NOT TO EXCEED 2%
IN ALL DIRECTIONS.

Number of accessible parking spaces required:

Total Parking in lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each

How to Contact Us

Our Mailing Address:

Office of Central Inspection (OCI)
7th Floor, City Hall
455 N. Main
Wichita, Kansas 67202

Phone Numbers:

Administration: (316) 268-4460
License/Trade permits: (316) 268-4413
Sewer Permits: (316) 268-4341
Permit desk: (316) 268-4461
Plan Review:

Local: (316) 268-4477

Out of State: 1-800-591-0938

Building Inspection: (316) 268-4648

Mechanical Inspection: (316) 268-4473

Plumbing Inspection: (316) 268-4471

Electrical Inspection: (316) 268-4465

Elevator Inspection: (316) 268-4462

Neighborhood Insp.: (316) 268-4481

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FORMS, APPLICATIONS AND POLICIES

SIGNS

City of Wichita Application for Permanent Sign Permit

City of Wichita Application for Temporary Sign Permit

CITY OF WICHITA – OFFICE OF CENTRAL INSPECTION7th Floor, 455 N. Main, Wichita, KS 67202**APPLICATION FOR PERMANENT SIGN PERMIT**

Tel: (316) 268-4479/ FAX : (316) 268-4663

STREET ADDRESS **BLDG / SUITE** **ZIP CODE** **SECONDARY ADDRESS (and/or LEGAL)****CONTRACTOR** **LICENSE #** **PHONE #** **FAX #** **SALESPERSON****Business Name** **On Site** **Off Site** **BZA/CUP/PUD/CU #**
(Include Copy)**Non Conforming: Yes** **No** **Adjustment or Variance : Yes** **No** **Zoning**
(include copy of variance, adjustment, etc.)**TYPES OF SIGN:** 1. NEW 2. COPY 3. Ground 4. Pole 5. Projecting 6. Wall 7. Real Estate 8. Project Title 9. Off Site

TYPES	HEIGHT (in feet)	WIDTH (in feet)	Number of FACES	Total AREA	MATERIAL	NOTATIONS/PERMIT #

Calculation of Fees: Area **sq. ft. / 10 =** **x \$ per sq. ft. =** **+** **=**
\$25.00BASE (per sign)

Total number of signs: **Total height of each ground or pole sign:** **Tenant type: multi single**
(If giving up rights to additional signs to get extra height, please note here: 1 sign = 5' **2 signs = 10')**
(circle location)

1. **Total wall elevation square footage for sign #1** **Height of wall sign** **Location of Sign: North, South, East, West, N/E, N/W, S/E, S/W**
 Total wall elevation square footage for sign #2 **Height of wall sign** **Location of Sign: North, South, East, West, N/E, N/W, S/E, S/W**
 Total wall elevation square footage for sign #3 **Height of wall sign** **Location of Sign: North, South, East, West, N/E, N/W, S/E, S/W**
 Total wall elevation square footage for sign #4 **Height of wall sign** **Location of Sign: North, South, East, West, N/E, N/W, S/E, S/W**
 Total wall elevation square footage for sign #5 **Height of wall sign** **Location of Sign: North, South, East, West, N/E, N/W, S/E, S/W**

2. **Is surfaced parking area required between building(s) Yes No**
3. **Total linear feet of frontage for pole sign**
4. **If corner sign, linear feet of 2nd street frontage used for calculation**
5. **Separation required by code for pole signs: 150' 75'**

OFF SITE SIGN INFOMATION

6. **Direction of travel for signs faces: (North, South, East, West, N/E, N/W, S/E, S/W)**
7. **If off site sign; give linear feet of commercial zoning for mile**
8. **Distance from nearest adjacent Off Site sign**
9. **Number of other existing off site signs in mile for consideration**

OFFICE USE ONLY

Faxed _____ Mailed _____ Handcarried _____ Date Received _____ Date Faxed Back _____

Application approved _____ By: _____ Date _____
Application disapproved _____ Reason: _____

Site Plan: Locate signs and street name (Refer to Ordinances 24.04.200 - [driveways] & 24.04.220 [T] [intersections]). Include all existing sign locations, distances, separations, square footages, etc.)

FAILURE TO SHOW ALL REQUIRED MEASUREMENTS AND INFORMATION SHALL BE CAUSE TO REJECT THIS PERMIT APPLICATION

Please number the signs to match information on front

							↑N

Sign Design (dimensions, height from ground to lower edge of sign) Scale: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Signature _____ Date _____

OFFICE USE ONLY

Final Inspection by _____ Date _____

Permit No.

Address:

Application is made to erect a temporary sign in conformance with Title XXIV of the Code of the City of Wichita, the information below, and the diagram on the back hereof.

Size: x Faces: **Area:** Date to be Erected:

Owner: _____ Date to be Removed: _____

Sign Hanger:

Date:

Approved by:

Date:

Fees: \$5.00 plus \$1.00 for each fifty square feet, or fraction thereof.

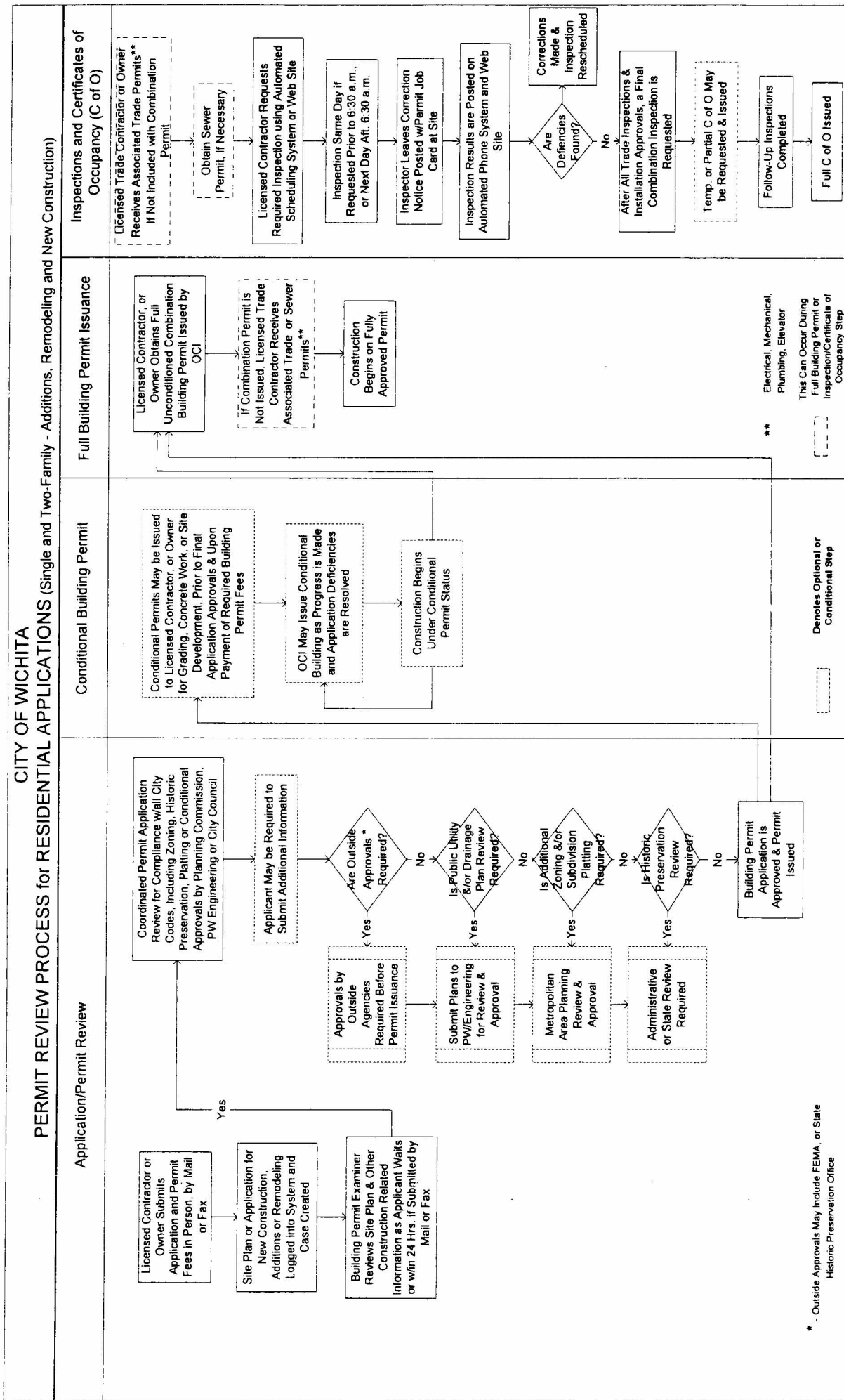
Section 24.04.230 Temporary Signs. No temporary sign shall be placed on any property without first obtaining a temporary sign permit as required by section 24.04.050. Such permit shall be subject to the following requirements:

- a) No temporary sign shall exceed one hundred twenty-eight square feet in area, except as permitted in subsection (g) of this section.
- b) No temporary sign shall extend over or into any street, alley or sidewalk or other public right-of-way except for those attached to permanent canopies or marquees. No temporary sign suspended from or attached to a canopy or marquee shall extend closer to the sidewalk than seven feet.
- c) Temporary signs shall be limited to on-site.
- d) All temporary signs shall be substantially constructed and adequately weighted or anchored to prevent movement or over-turning by the wind.
- e) All temporary signs of rigid construction exceeding seventy-two square feet, and all temporary signs on private structures over any public right-of-way shall be erected, affixed or placed by a licensed and bonded sign hanger.
- f) A permit for a temporary sign shall be subject to all applicable regulations and the sign for which the permit was secured shall be removed within twenty-four hours of the expiration of the permit.
- g) **Temporary Signs on Private Structures Over Public Space.** Permits for the placing of temporary signs, upon privately owned structures, located over or upon public streets, alley or other public spaces, may be issued for not to exceed thirty days, subject to the following requirements:
 - 1) The applicant shall submit a signed statement from the owner, agent or lessee of the structure, granting permission for the erection of the sign.
 - 2) The sign shall not be over two hundred square feet in the area or exceed five feet in its least dimension.
 - 3) The owner of the sign shall file with the city clerk a surety bond approved as to form by the city attorney, for each sign in the amount of fifteen thousand dollars, or any other equivalent security the city council may approve to save and hold the city free and harmless from all damages which may be occasioned by the erection and maintenance of such sign.
- h) Electrified portable signs shall not be connected to any electrical power source except during the hours of the business for which the sign is located is open.
- i) Electrical lines for portable signs shall not be permitted to lay on the ground where vehicular traffic is prohibited. Use of extension cords for portable or temporary signs is prohibited.
- j) Temporary signs shall be removed from a property for not less than thirty days at the end of the maximum time period as set forth in this chapter before another temporary sign can be located on a property.

Office of Central Inspection Guide

Appendix C

Permit Process Maps



CITY OF WICHITA PERMIT REVIEW PROCESS for COMMERCIAL APPLICATIONS

